

OSS ARCHIVES

WASHINGTON *Pers - Pers - 17*

OSS ARCHIVES

*Box 51*

DECLASSIFIED  
Authority *NND 47589*  
By *WAC* NARA, Date *7/11/08*

*61-554*

*Box 51*

*#1*



WAR DEPARTMENT  
OFFICE OF STRATEGIC SERVICES  
WASHINGTON, D. C.

Name: **McWilliams, Julia (Miss)**Date: **14 December 1945**

This is to notify you that the Office of Strategic Services has taken the following action concerning your employment:

Nature of action: **Involuntary Separation \***Effective date: **6 January 1946 COB**

	FROM—	TO—
Position	Administrative Ass't.	
Grade and salary	CAF-7, \$2980 per annum P-5088	
Branch	Registry	
Division		
Section		
Headquarters	Washington, D. C.	
Departmental or Field	Field	

## REMARKS:

\* Position abolished

LAST WORKING DAY: COB December 7, 1945

ANNUAL LEAVE: 8:45 December 10 thru January 5, 1946

TERMINAL LEAVE: 8:45 January 7 thru 11:45 February 7  
(One hundred & eighty-seven hours)

Subject to 5% deduction for the Civil Service Retirement and Disability Fund.



This appointment is for such time as your services may be required and funds are available for the work of OSS.



This transfer is for the best interests of the Government. Reimbursement of your expenses and cost of transfer of your household effects is authorized in accordance with existing orders and regulations.

*James B. Opasta*  
Chief, Civilian Personnel.

PERSONNEL FOLDER COPY

CSC Report No.

**Field**Civil Service or Other  
Legal Authority

Appropriation

**1161300  
C 1022-46**

Date of birth

**8/15/1912**

Legal residence

**California**

Sex

**Female**

NATURE OF POSITION

V

IA

VV

New

Annual Post Allowance

SUBJECT TO—

Investigation ☐1 year trial  
period ☐

MM:ak 130

*Elm*



**WAR DEPARTMENT  
OFFICE OF STRATEGIC SERVICES UNIT  
WASHINGTON, D. C.**

Name: **McWilliams, Julia (Miss)**Date: **14 December 1945**

This is to notify you that the Office of Strategic Services has taken the following action concerning your employment:

Nature of action: **Transfer**Effective date: **24 November 1945**

	FROM—	TO—
Position.....	Administrative Ass't.	Administrative Ass't.
Grade and salary..	CAF-7, \$2980 per annum F-5088	CAF-7, \$2980 per annum
Branch.....	Registry	Registry
Division.....		
Section.....		
Headquarters.....	Chungking, China	Washington, D. C.
Departmental or Field.....	Field	Field *

## REMARKS:

\* NTE 90 days

*630 P.B.  
12-17-45*



Subject to 5% deduction for the Civil Service Retirement and Disability Fund.



This appointment is for such time as your services may be required and funds are available for the work of OSS.



This transfer is for the best interests of the Government. Reimbursement of your expenses and cost of transfer of your household effects is authorized in accordance with existing orders and regulations.

*James B. Opata*  
Chief, Civilian Personnel.

CSC Report No.

**Field**Civil Service or Other  
Legal Authority**Schedule A-1-7**

Appropriation

**1161300  
C 1022-46**

Date of birth

**8/15/1912**

Legal residence

**California**

Sex

**Female**

NATURE OF POSITION

V

IA

VV

New

**X****11/24/45**

Annual Post Allowance

SUBJECT TO—

Investigation.....☐1 year trial  
period.....☐**MM:ak 130**



**CSS PERSONNEL ACTION REQUEST**  
(TO BE SIGNED AND SUBMITTED IN TRIPLICATE)

*Sec 1277*

<b>NAME:</b> McWilliams, Julia		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"></td> <td style="width:50%; text-align: center;">INITIAL</td> <td style="width:50%;"></td> <td style="width:50%; text-align: center;">DATE</td> </tr> </table>			INITIAL		DATE																
	INITIAL		DATE																				
<b>NATURE OF ACTION:</b> Change in official station		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>CLASSIFICATION</b></td> <td></td> <td></td> </tr> <tr> <td>VICE</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>VV</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NEW</td> <td></td> <td></td> <td></td> </tr> </table>		<b>CLASSIFICATION</b>				VICE				1A				VV				NEW			
<b>CLASSIFICATION</b>																							
VICE																							
1A																							
VV																							
NEW																							
<b>EFFECTIVE DATE:</b> Nov. 27, 1945 <i>24</i> <i>O.K.</i>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><b>BUDGET</b></td> <td style="width:50%; text-align: center;"><i>1161300.001</i> <i>C 1022-46</i></td> </tr> </table>		<b>BUDGET</b>	<i>1161300.001</i> <i>C 1022-46</i>																		
<b>BUDGET</b>	<i>1161300.001</i> <i>C 1022-46</i>																						
<b>FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:</b>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="height: 40px;"></td> </tr> </table>																					
<b>FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:</b>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="height: 40px;"></td> </tr> </table>																					
<b>SPECIAL INSTRUCTIONS:</b> 1. FOR MILITARY LEAVE WITHOUT PAY—ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTO-STAT OR CERTIFIED COPY. 2. EFFECTIVE DATE SHALL BE FILLED IN BY THE LEAVE UNIT, FINANCE BRANCH, FOR SEPARATIONS OR RESIGNATIONS.		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>EMPLOYMENT</b></td> </tr> <tr> <td colspan="2" style="height: 40px;"></td> </tr> </table>		<b>EMPLOYMENT</b>																			
<b>EMPLOYMENT</b>																							
<b>FROM</b> <i>ga</i>		<b>TO</b> <i>ga</i>																					
<b>TITLE</b>	Ad ministrative Assistant		Administrative Assistant																				
<b>GRADE AND SALARY</b>	CAF-7, \$2980 per annum		CAF-7, \$2980 per annum																				
<b>BRANCH</b>	Reg.		Reg.																				
<b>DIVISION</b>																							
<b>SECTION</b>																							
<b>OFFICIAL STATION</b>	Chungking, China		Washington, D. C.																				
<b>DEPT. OR FIELD</b>	Field		<del>Chungking, China</del> Field																				

**REMARKS OR PROPOSED DUTIES:** *Left Oct. 14*  
*Apr. Nov. 24 Letter Written*

RECEIVED  
 DEC 5 4 04 PM '45  
 CIVILIAN PERSONNEL  
 OFFICE OF  
 STRATEGIC SERVICES

**RECOMMENDED:** *Elizabeth B. Campbell*

OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER

Dec. 4, 1945  
DATE:



**WAR DEPARTMENT**  
**OFFICE OF STRATEGIC SERVICES UNIT**  
 WASHINGTON, D. C.

Name: **McWILLIAMS, Julia**Date: **1 October 1945**

This is to notify you that the Office of Strategic Services has taken the following action concerning your employment:

Nature of action: **Appointment by Transfer\***Effective date: **1 October 1945**

FROM—	TO—
Position	<b>Administrative Assistant</b>
Grade and salary	<b>CAF-7, \$2980 per annum **</b>
Branch	<b>Registry</b>
Division	
Section	
Headquarters	<b>Chungking, China</b>
Departmental or Field	<b>Field</b>

## REMARKS:

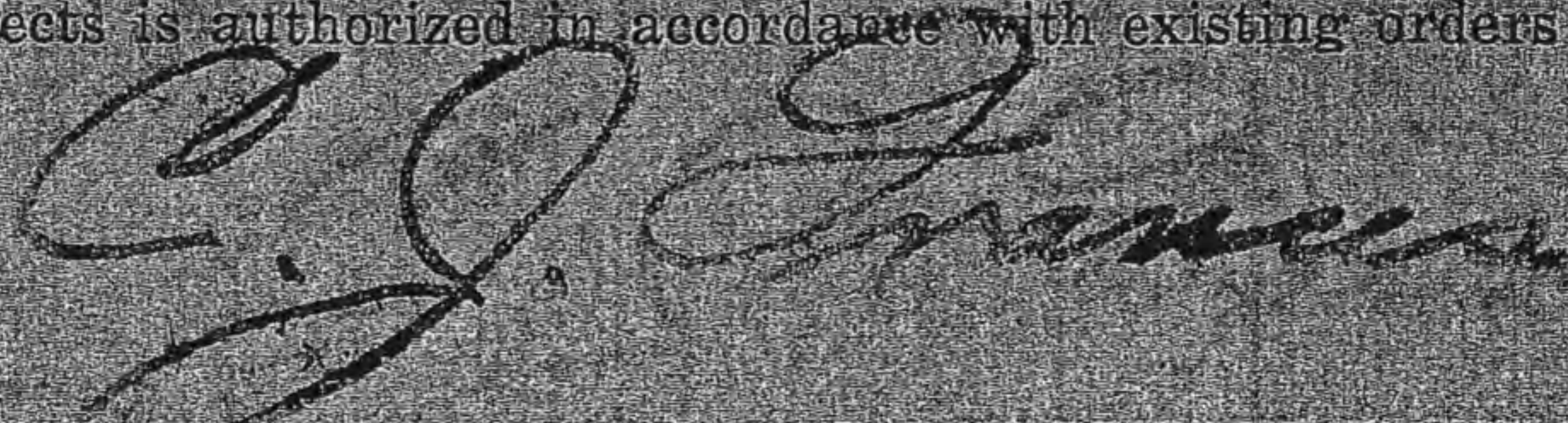
\*From Office of Strategic Services

\*\*Plus living and quarters allowance of \$2000 per annum, less 25% or not to exceed \$500 when government quarters are provided

☒ Subject to 5% deduction for the Civil Service Retirement and Disability Fund.

☐ This appointment is for such time as your services may be required and funds are available for the work of OSS.

☐ This transfer is for the best interests of the Government. Reimbursement of your expenses and cost of transfer of your household effects is authorized in accordance with existing orders and regulations.



Chief, Civilian Personnel.

PERSONNEL FOLDER COPY

CSC Report No.

**Field**Civil Service or Other  
Legal Authority
**E.O. 9621**  
**9/20/45**

Appropriation

**2160160**  
**1010-410**

Date of birth

**8/15/1912**

Legal residence

**California**

Sex

**Female**

NATURE OF POSITION

V

**F-5038**

IA

VV

New

Annual Post Allowance

SUBJECT TO—

Investigation

1 year trial  
period



OFFICE OF STRATEGIC SERVICES  
WASHINGTON, D. C.

Name: **McWILLIAMS, Julia**Date: **30 September 1945**

This is to notify you that the Office of Strategic Services has taken the following action concerning your employment:

Nature of action: **Separation (Transfer)\***Effective date: **30 September 1945 eob**

	FROM—	TO—
Position	<b>Administrative Assistant</b>	
Grade and salary	<b>CAF-7, \$2980 per annum</b>	
Branch	<b>Registry</b>	
Division		
Section		
Headquarters	<b>Chungking, China</b>	
Departmental or Field	<b>Field</b>	

## REMARKS:

**\*To War Department in accordance with Executive Order 9621 dated 20 September 1945**

☒ Subject to 5% deduction for the Civil Service Retirement and Disability Fund.

☐ This appointment is for such time as your services may be required and funds are available for the work of OSS.

☐ This transfer is for the best interests of the Government. Reimbursement of your expenses and cost of transfer of your household effects is authorized in accordance with existing orders and regulations.

  
\_\_\_\_\_  
Chief, Civilian Personnel.

PERSONNEL FOLDER COPY

CSC Report No.

**Field**Civil Service or Other  
Legal Authority

Appropriation

**1161300  
C 1022-46**

Date of birth

**8/15/1912**

Legal residence

**California**

Sex

**Female**

NATURE OF POSITION

V

IA

VV

New

**F-5088**

Annual Post Allowance

SUBJECT TO—

Investigation

1 year trial  
period



# OFFICE OF STRATEGIC SERVICES

## WASHINGTON, D. C.

Name: **McWilliams, Julia** *Miss*Date: **May 15, 1945**

This is to notify you that the Office of Strategic Services has taken the following action concerning your employment.

Nature of action; **Transfer**Effective date: **June 1, 1945**

	FROM—	TO—
Position	Administrative Assistant	Administrative Assistant
Grade and salary	CAF-7, \$2600 per annum *	CAF-7, \$2600 per annum **
Branch	Registry	Registry
Division		
Section		
Headquarters	Kandy, Ceylon	Chungking, China
Departmental or field	Field	Field

Remarks: This transfer is for the best interests of the govt. Reimbursement of your expenses & cost of transfer of household effects is authorized in accordance with existing orders & regulations.  
 \* Plus living & quarters allowance of \$1053.00 per annum.

\*\* Plus living & quarters allowance of \$2000 per annum, less 25% or not to exceed \$500 when government quarters are provided.  
 Authorized by Budget Circular A-8.

*6/2/45 p.R.  
6-23-45*

This action is subject to the provisions of paragraphs checked below:

☒ Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly 5% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.

☒ This appointment is for such time as your services may be required and funds are available for the work of the Office of Strategic Services.

*William L. McEntee, Jr.*

Director of Personnel.

PERSONNEL FOLDER COPY

C. S. C. Report No.

**Field**

Civil Service or other legal authority

**Schedule A-1-7**

Appropriation

**1151300  
8304-45**

Date of birth

**8/15/1912**

Legal residence

**California**

Sex

**Female**

NATURE OF POSITION

New

Additional identical

**X**

Vice

Vice vacancy

Reference  
(Name, number, and date, etc.)**6/2/45**

Subject to Retirement Act?

**Yes****MM:afc**



OSS PERSONNEL ACTION REQUEST  
TO BE SIGNED AND SUBMITTED IN TRIPLICATE

7-855

NAME: <b>Julia McWilliams</b>	<b>JUN 2 1945</b> INITIAL <b>E 6/4/45</b> DATE <b>6/2/45</b>
NATURE OF ACTION: <b>Change in Station</b>	CLASSIFICATION <b>Encl</b>
EFFECTIVE DATE: <b>1 June 1945</b> <i>OK.</i>	VICE <input type="checkbox"/>
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY: <i>Acquire letter 15 May 45</i>	1A <input type="checkbox"/>
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:	VV <input type="checkbox"/>
SPECIAL INSTRUCTIONS: 1. FOR MILITARY LEAVE WITHOUT PAY—ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTO-STAT OR CERTIFIED COPY. 2. EFFECTIVE DATE SHALL BE FILLED IN BY THE LEAVE UNIT, FINANCE BRANCH, FOR SEPARATIONS OR RESIGNATIONS.	NEW <input checked="" type="checkbox"/>
	BUDGET <b>1151300.001</b> <b>Salaries and Expenses, Office of Strategic Services, 1945</b> <b>8304-45</b>
	EMPLOYMENT <b>JUN 5 1945</b> <b>6/7/45</b>
	CHIEF, CIVILIAN PERSONNEL BRANCH <b>6/7/45</b>

FROM		TO
TITLE	Administrative Assistant	Administrative Assistant
GRADE AND SALARY	CAF-7, \$2600	CAF-7, \$2600
BRANCH	Registry	Registry
DIVISION		
SECTION		
OFFICIAL STATION	Ceylon	Chunking, China
DEPT. OR FIELD	Field	Field

REMARKS OR PROPOSED DUTIES:

9987  
Cable No. In 12954

RECEIVED  
MAY 30 3 53 PM '45  
CIVILIAN PERSONNEL  
OFFICE OF  
STRATEGIC SERVICES

RECEIVED  
JUN 7 3 54 PM '45  
CIVILIAN PERSONNEL  
OFFICE OF  
STRATEGIC SERVICES

RECOMMENDED: *Elizabeth B. Campbell* DATE: *28 May 45*

OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER



U.S. PERSONNEL ACTION REQUEST  
(TO BE SIGNED AND SUBMITTED IN TRIPLICATE)

NAME: <b>Julia McWilliams</b>	INITIAL		DATE
	CLASSIFICATION		
	VICE		
	1A		
	VV		
NATURE OF ACTION: <b>Change in Station</b>	NEW		
EFFECTIVE DATE: <b>1 June 1945</b>	BUDGET		
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:			
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:	EMPLOYMENT		
SPECIAL INSTRUCTIONS: 1. FOR MILITARY LEAVE WITHOUT PAY—ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTO- STAT OR CERTIFIED COPY. 2. EFFECTIVE DATE SHALL BE FILLED IN BY THE LEAVE UNIT, FINANCE BRANCH, FOR SEPARATIONS OR RESIGNATIONS.	CHIEF, CIVILIAN PERSONNEL BRANCH		

FROM		TO
TITLE	<b>Administrative Assistant</b>	<b>Administrative Assistant</b>
GRADE AND SALARY	<b>CAP-7, \$2800</b>	<b>CAP-7, \$2800</b>
BRANCH	<b>Registry</b>	<b>Registry</b>
DIVISION		
SECTION		
OFFICIAL STATION	<b>Ceylon</b>	<b>Chungking, China</b>
DEPT. OR FIELD	<b>Field</b>	<b>Field</b>

REMARKS OR PROPOSED DUTIES:

RECOMMEND APPROVAL OF  
PROPOSED TRANSFER  
THE SECURITY OFFICERby Ernest W. Schussler9987  
Cable No. In 12954  
STRATEGIC SERVICES  
OFFICE OF  
CIVILIAN PERSONNEL

JUN 5 4 02 PM '45

RECEIVED

RECEIVED  
MAY 30 3 53 PM '45  
CIVILIAN PERSONNEL  
OFFICE OF  
STRATEGIC SERVICES

RECOMMENDED:

OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER

DATE:

28 May 45



**OFFICE OF STRATEGIC SERVICES**  
WASHINGTON, D. C.

Name: **McWilliams, Julia**Date: **February 10, 1945**

This is to notify you that the Office of Strategic Services has taken the following action concerning your employment.

Nature of action: *Change in app't*  
**Change in Appropriation**Effective date: **March 1, 1945****DOO 11/18/42**

	FROM—	TO—
Position	<b>Administrative Assistant</b>	<b>Administrative Assistant</b>
Grade and salary	<b>GAF-7 \$2600 per annum</b>	<b>GAF-7 \$2600 per annum</b>
Branch	<b>Registry</b>	<b>Registry</b>
Division		
Section		
Headquarters	<b>Kandy, Ceylon</b>	<b>Kandy, Ceylon</b>
Departmental or field	<b>Field</b>	<b>Field</b>

C. S. C. Report No.

**Field**

Civil Service or other legal authority

**Schedule A-1-7**

Appropriation

**1151300  
8304-45**

Date of birth

**Aug. 15, 1912**

Legal residence

**California**

Sex

**Female**

NATURE OF POSITION

New

Additional identical

**X**

Vice

Vice vacancy

Reference  
(Name, number, and date, etc.)**1/18/45**

Subject to Retirement Act?

**Yes**

Remarks: **\*Plus living and quarters allowance at the rate established by the Strategic Services Officer, not to exceed \$1053.00 per annum, authorized by Budget Circular 4-8**

This action is subject to the provisions of paragraphs checked below:



Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly 5% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.



This appointment is for such time as your services may be required and funds are available for the work of the Office of Strategic Services.

*John L. Cranbrite*  
Director of Personnel



OSS PERSONNEL ACTION REQUEST

TO BE SIGNED AND SUBMITTED IN TR (CATE)

7-855

NAME: McWilliams, Julia

NATURE OF ACTION: Change in Appropriation

EFFECTIVE DATE: 3/1/45

FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS  
LAST WORKING DAY:

FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY  
SIGNATURE OF EMPLOYEE:

SPECIAL INSTRUCTIONS:

1. FOR MILITARY LEAVE WITHOUT PAY—ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTO-STAT OR CERTIFIED COPY.
2. EFFECTIVE DATE SHALL BE FILLED IN BY THE LEAVE UNIT, FINANCE BRANCH, FOR SEPARATIONS OR RESIGNATIONS.

JAN 17 RECD		INITIAL	DATE
CLASSIFICATION		Encl	Ref 1/18/45
VICE			
1A			
VV			1/18/45
NEW			
BUDGET		RA	1/20/45
1151300.001 Salaries and Expenses, Office of Strategic Approp. .... Services, 1945 1101 Acct. 8304.45			
EMPLOYMENT		JAN 23 1945	EPBS 1/24/45
Schedule A-1-7			
CHIEF, CIVILIAN PERSONNEL BRANCH			me 1/22

FROM

TO

TITLE	Administrative Assistant	Administrative Assistant
GRADE AND SALARY	CAF-7, \$2600	CAF-7, \$2600
BRANCH	Registry	Registry
DIVISION		
SECTION		
OFFICIAL STATION	Ceylon	Kandy, Ceylon
DEPT. OR FIELD	Field	Field

REMARKS OR PROPOSED DUTIES:

Change from .003 funds to .001

RECEIVED

JAN 24 1 49 PM '45

CIVILIAN PERSONNEL  
OFFICE OF  
STRATEGIC SERVICES

RECEIVED  
CIVILIAN PERSONNEL  
OFFICE OF  
STRATEGIC SERVICES

JAN 15 3 42 AM '45

RECEIVED

RECOMMENDED:

Administrative Officer

Branch Chief

DATE:

OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER



OFFICE OF STRATEGIC SERVICES  
WASHINGTON, D. C.Name: **McWilliams, Julia**Date: **21 December 1944**

This is to notify you that the Office of Strategic Services has taken the following action concerning your employment.

Nature of action: **Transfer**Effective date: **29 April 1944**

	FROM—	TO—
Position	<b>Administrative Assistant</b>	<b>Administrative Assistant</b>
Grade and salary	<b>CAF-7 \$2600 P.A.</b>	<b>CAF-7 \$2600 P.A.</b>
Branch	<b>Registry</b>	<b>Registry</b>
Division		
Section		
Headquarters	<b>Washington, D. C.</b>	<b>Ceylon</b>
Departmental or field	<b>Departmental</b>	<b>Field</b>

Remarks:

C. S. C. Report No.

Civil Service or other legal authority

**Excepted**

Appropriation

**1151300.003**

Date of birth

Legal residence

Sex

## NATURE OF POSITION

New

Additional identical

Vice

Vice vacancy

Reference  
(Name, number, and date, etc.)

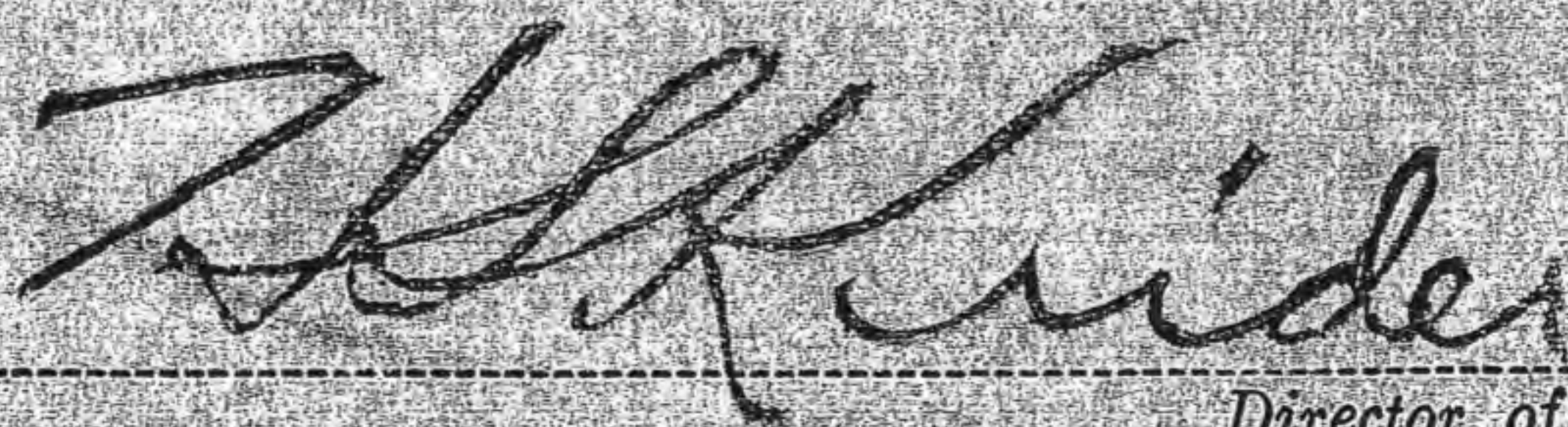
Subject to Retirement Act?

**No**

This action is subject to the provisions of paragraphs checked below:

☐ Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly 5% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.

☒ This appointment is for such time as your services may be required and funds are available for the work of the Office of Strategic Services.



Director of Personnel.



MB 11/24

OSD PERSONNEL ACTION REQUEST  
(TO BE SIGNED AND SUBMITTED IN TRIPLICATE)

EM/21

NAME: Julia McWilliams	NOV 24 1944	INITIAL	DATE
NATURE OF ACTION: Change in Official Station	CLASSIFICATION F-855	12/19/44	
EFFECTIVE DATE: May- April 29, 1944	VICE		
	1A		
	VV		
	NEW		
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:	BUDGET		
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:	EMPLOYMENT		
SPECIAL INSTRUCTIONS: 1. FOR MILITARY LEAVE WITHOUT PAY—ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTO- STAT OR CERTIFIED COPY. 2. EFFECTIVE DATE SHALL BE FILLED IN BY THE LEAVE UNIT, FINANCE BRANCH, FOR SEPARATIONS OR RESIGNATIONS.	CHIEF, CIVILIAN PERSONNEL BRANCH		12/19

FROM		TO
TITLE	Administrative Assistant	Administrative Assistant
GRADE AND SALARY	CAF-7, \$2600	CAF-7, \$2600
BRANCH	Registry	Registry
DIVISION		
SECTION		
OFFICIAL STATION	Washington, D. C.	Ceylon
DEPT. OR FIELD	Departmental	Field

REMARKS OR PROPOSED DUTIES:

~~RESTRICTED~~

RECEIVED  
NOV 23 2 11 PM '44  
CIVILIAN PERSONNEL  
OFFICE OF  
STRATEGIC SERVICES

*[Signature]*

11/23/44

RECOMMENDED:

DATE:

OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER



OFFICE OF STRATEGIC SERVICES  
~~COORDINATOR OF INFORMATION~~

WASHINGTON, D. C.

Name: **Julia McWilliams**Date: **Jan. 29, 1944**

## Office of Strategic Services

This is to notify you that the ~~Coordinator of Information~~ has taken the following action concerning your employment.

*Transf*  
Nature of action: **Change in status**

Effective date: **January 29, 1944**

	FROM—	TO—
Position.....	Senior Clerk	Jr. Admin. Asst.
Grade and salary..	CAF-5, \$2000	CAF-7, \$2600
Branch.....	Emergency Rescue Equip.	Registry
Division.....		
Section.....		
Headquarters.....	Washington, D. C.	Washington, D. C.
Departmental or field.....	Departmental	Departmental

Remarks: This transfer is to an exempt appointment under the provisions of the National War Agencies Appropriation Act, 1944 (Public Law 139, 78th Congress - July 12, 1943), and is therefore not subject to the Civil Service Act.

This action is subject to the provisions of paragraphs checked below:

☐ Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly 3½% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.

☒ This appointment is for such time as your services may be required and funds are available for the work of the office of the Coordinator of Information.

*W. H. Rider*

Personnel Officer.

C. S. C. Report No.

Civil Service or other legal authority

**Exempt**

Appropriation

**1141300.003**

Date of birth

Legal residence

Sex

NATURE OF POSITION

New

Additional identification

Vice

Vice vacancy

Reference  
(Name, number, and date, etc.)

Subject to Retirement Act?

**No**

PERSONNEL FOLDER COPY



# OSS PERSONNEL ACTION REQUEST

		INITIAL	DATE	REFERENCE
NAME:	Miss Julia McWilliams			
NATURE OF ACTION:	Change in status		1/26/44	JAN 28 1944
EFFECTIVE DATE:	January 29, 1944			
			1/26/44	
	FROM		TO	
TITLE	Senior Clerk		Jr. Adm. Assistant	
GRADE AND SALARY	CAF-5, \$2000 C.S.		CAF-7, \$2600 U.V.	
BRANCH	<del>Registry</del> Emergency Reserve P.O.		Registry	<del>RESTRICTED</del>
DIVISION				
SECTION				
OFFICIAL STATION	Washington, D.C.		Washington, D.C.	
DEPT. OR FIELD	Departmental		Departmental	

REMARKS:

This request is based on increased responsibility.  
Miss McWilliams is being trained for overseas duty.

~~SECRET~~

RECOMMENDED:

DATE:

*Francis W. Barber* 1-19-44  
OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER

SPECIAL INSTRUCTIONS:

1. FOR MILITARY LEAVE WITHOUT PAY - ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTOSTAT OR CERTIFIED COPY.

2. SIGNATURE OF EMPLOYEE:

FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY



# OSS PERSONNEL ACTION REQUEST

		INITIAL	DATE	REFERENCE
NAME: <u>Miss Julia McWilliams</u>	CLASSIFICATION	<i>R.S.</i>	<i>1/20/44</i>	IA: Alloc. Vac. 7/10/42
NATURE OF ACTION: <u>Transfer within OSS</u>	BUDGET			Bu. #916(e)
EFFECTIVE DATE: <u>As soon as possible</u>	EMPLOYMENT			CSC#9
<b>JAN 17 11 10 AM '44</b>		CHIEF, CIVILIAN PERSONNEL BRANCH		
<b>BU# 1778</b> FROM <b>CSC# 90</b> <b>CIVILIAN PERSONNEL</b>		TO		
TITLE	Senior Clerk	Senior Clerk		
GRADE AND SALARY	CAF-5, \$2000	CAF-5, \$2000		
BRANCH	Emergency Rescue Equipment	Registry		
DIVISION	Information Exchange	Field Div. Approp. 141300.002 Salaries and Expenses, Office of Strategic Services, 1944		
SECTION		Allot. Asst. 1006-44		
OFFICIAL STATION	Washington, D.C.	* Washington, D.C.		
DEPT. OR FIELD	Departmental	Departmental		
REMARKS:	<p>* To train for overseas duty.</p> <p style="text-align: center;"><b>CANCELLED</b></p> <p><i>Trans to U.V.</i></p> <p style="text-align: right;"><i>copy to Ser 1/15</i></p>			
RECOMMENDED:	DATE:	SPECIAL INSTRUCTIONS:		
<i>Francis W. Barton</i>	1-13-44	<p>1. FOR MILITARY LEAVE WITHOUT PAY - ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTOSTAT OR CERTIFIED COPY.</p> <p>2. SIGNATURE OF EMPLOYEE: _____</p> <p style="text-align: right;">FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY</p>		



# OSS PERSONNEL ACTION REQUEST

NAME: Miss Julia McWilliams		INITIAL	DATE	REFERENCE
NATURE OF ACTION: Transfer within OSS		CLASSIFICATION		
EFFECTIVE DATE:		BUDGET		
		EMPLOYMENT		
		CHIEF		
		FROM		
TITLE				
RANK AND SALARY				
RANK				
DIVISION				
SECTION				
OFFICIAL STATION				
DEPT. OR FIELD				
REMARKS:				

**RECEIVED**

**JAN 18 12 31 PM '44**

**CIVILIAN PERSONNEL**

**OFFICE OF**

**STRATEGIC SERVICES**

**RECEIVED**

**JAN 22 3 40 PM '44**

**CIVILIAN PERSONNEL**

**OFFICE OF**

**STRATEGIC SERVICES**

Emergency Rescue Equipment

Information Exchange

Wash., D. C.

Dept.

Registry

Wash., D. C.

Dept.

To train for overseas duty.

Transfer Approved - 1/19/44

Francis M. Chapin

For The Security Office

RECOMMENDED:

Francis Barker

OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER

DATE:

1/13/44

SPECIAL INSTRUCTIONS:

1. FOR MILITARY LEAVE WITHOUT PAY - ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTOSTAT OR CERTIFIED COPY.

2. SIGNATURE OF EMPLOYEE: \_\_\_\_\_

FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY



**OFFICE OF STRATEGIC SERVICES**  
WASHINGTON, D. C.

Name: **McWilliams, Julia**Date: **January 28, 1944**

This is to notify you that the Office of Strategic Services has taken the following action concerning your employment.

Nature of action; **Termination \***Effective date: **January 28, 1944** **cob**

	FROM—	TO—
Position	<b>Sr. Clerk</b>	
Grade and salary	<b>CAP-5, \$2000 per annum</b>	
Branch	<b>Bu#1778 CSC#90</b>	
Division	<b>Emergency Rescue Equipment</b>	
Section	<b>Information Exchange</b>	
Headquarters	<b>Washington, D. C.</b>	
Departmental or field	<b>Departmental</b>	

C. S. C. Report No.

**Dept.**

Civil Service or other legal authority

Appropriation

**1141300**  
**1501-44**

Date of birth

**8/15/1912**

Legal residence

**California**

Sex

**Female**

NATURE OF POSITION

New

Additional identical

Vice

Vice vacancy

Reference  
(Name, number, and date, etc.)

Subject to Retirement Act?

**Yes**Remarks: **\* To Accept an Excepted Appointment.**

This action is subject to the provisions of paragraphs checked below:

☒ Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly 5% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.

☒ This appointment is for such time as your services may be required and funds are available for the work of the Office of Strategic Services.

*William L. Hutchings*  
Director of Personnel



OFFICE OF STRATEGIC SERVICES  
 COORDINATOR OF INFORMATION  
 WASHINGTON, D. C.

Name: McWilliams, Julia C. (Miss)

Date: August 17, 1943

This is to notify you that the Coordinator of Information has taken the following action concerning your employment.

Nature of action: Change in Status \* and Transfer within OSS

Effective date: August 17, 1943

	FROM—	TO—
Position	Sr. Clerk	Sr. Clerk
Grade and salary	CAF-5, \$2000 per annum Bu#1257 CSC#43	CAF-5, \$2000 per annum
Branch	S I	Emergency Rescue Equipment Information Exchange
Division		
Section		
Headquarters	Washington, D. C.	Washington, D. C.
Departmental or field	Departmental	Departmental

Remarks: \* Changing from temporary to indefinite.

63c sent to Payroll  
 637 to Class  
 8-18-43

This action is subject to the provisions of paragraphs checked below:

☒ Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly ~~3%~~ 5% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.

☒ This appointment is for such time as your services may be required and funds are available for the work of the office of the Coordinator of Information.

*L. Guin J. Hunt*

Personnel Officer.

PERSONNEL FOLDER COPY

C. S. C. Report No.  
5472

Civil Service or other legal authority

Dept. Cir. 257  
Rev. 2

Appropriation

1141300  
1501-44

Date of birth

8/15/1912

Legal residence

California

Sex

Female

## NATURE OF POSITION

New

Additional identification

Vice

Vice vacancy

☒Reference  
(Name, number, and date, etc.)7/6/43  
Bu#1778  
CSC#90

Subject to Retirement Act?

Yes

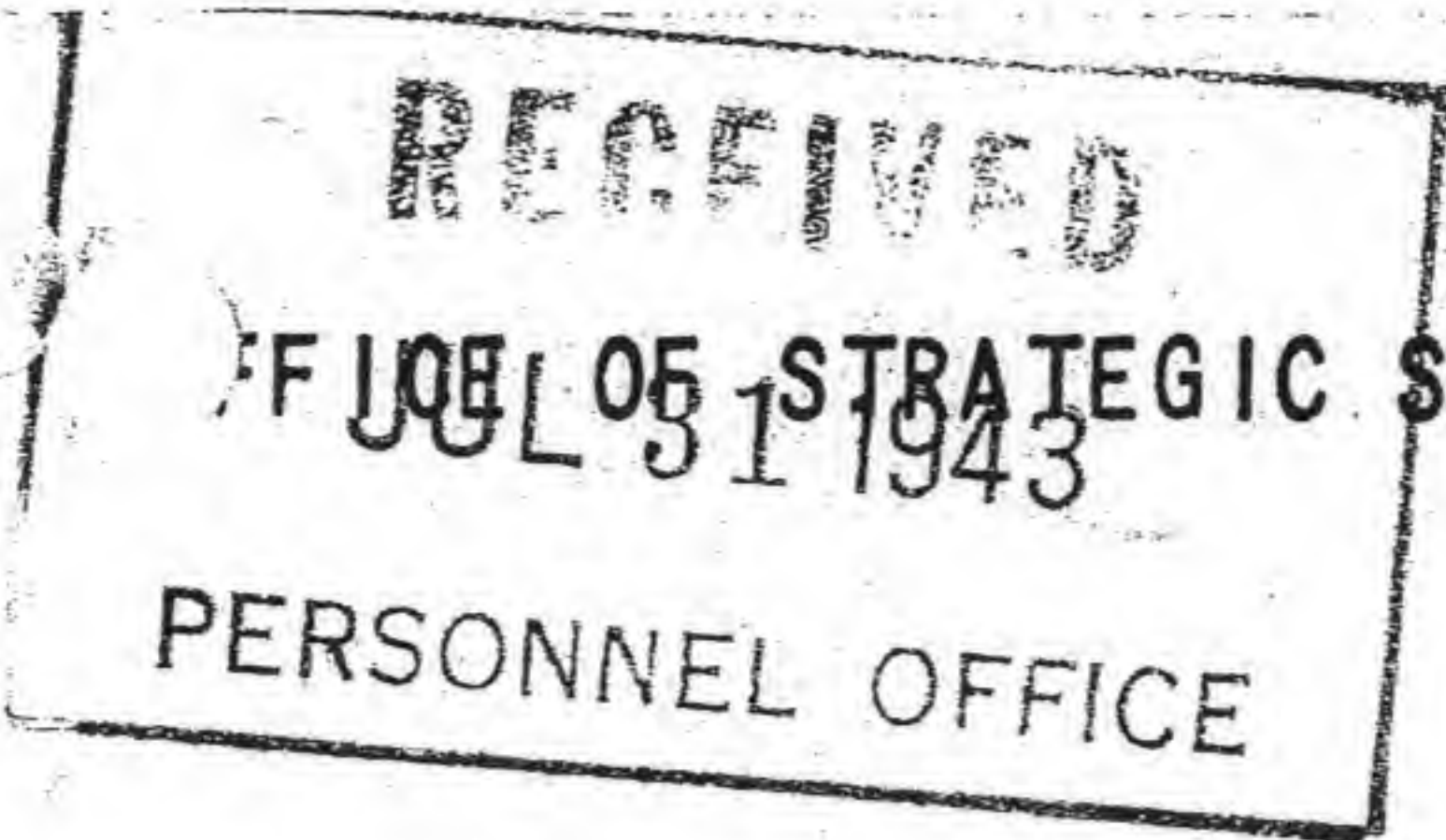
EDM:gms



To be journalized  
- prior approval  
not necessary as  
per Mrs. Catellings

8/10/43 P. H.





Committee on Emergency Rescue Equipment  
Branch

PERSONNEL ACTION REQUEST  
Change in Status &  
TRANS. within OSS\*  
Change of Status from Temporary to  
Indefinite

NAME: Julia C. McWilliams

EFFECTIVE DATE: Aug. 17, 1943  
As Soon as Possible

FOR USE OF EXECUTIVE BRANCH ONLY		
APPROVED BY	Initials	Date
BUDGET OFFICE	<i>[Signature]</i>	AUG 2 1943
APPROPRIATION:		
CLASSIFICATION	<i>[Signature]</i> 8/10/43	
NEW <input type="checkbox"/>	VICE <input checked="" type="checkbox"/>	IA <input type="checkbox"/>
REFERENCE: Alloc. Vacancy 7/6/43 Bu#1778 CSC#90		
PERSONNEL DIVISION	EMPLOYMENT	<i>P.A.</i> 8/10/43
	AUTHORITY:	Dept. Cir. 257 Rev. 2
DIRECTOR	<i>[Signature]</i>	8/14/43

	FROM	TO
TITLE OF POSITION .....	Chief Clerk Bu#1257 CSC#43	<del>Chief</del> <sup>S.R.</sup> Clerk
GRADE & SALARY .....	CAF-5, 2000	CAF-5, 2000
BRANCH .....	<del>Committee on Emergency</del> <del>Rescue Equipment</del>	<del>Committee on Emergency</del> Rescue
DIVISION .....	<del>Information Exchange</del>	Equipment
SECTION .....	Information Exchange	Information Exchange
OFFICIAL STATION .....	Washington, D. C.	Washington, D. C.
HEADQUARTERS .....	"	"
DEPARTMENTAL OR FIELD .	Departmental	Departmental

REMARKS OR PROPOSED DUTIES:

\*Changing from temporary to  
indefinite.

Approp. .... 114130.0 .....  
Allot. Acct. .... 1501-44 .....

9941

*[Signature: Harold J. Coolidge]*

RECOMMENDED BY: HAROLD J. COOLIDGE

DATE: July 28, 1943



## OFFICE OF STRATEGIC SERVICES

Form COI 63A

## COORDINATOR OF INFORMATION

WASHINGTON, D. C.

Name: **McWilliams, Julia C. (Miss)**Date: **June 23, 1943**

This is to notify you that the Coordinator of Information has taken the following action concerning your employment.

Nature of action: **Change in Status & Transfer within OSS \***Effective date: **June 1, 1943**

	FROM—	TO—
Position.....	Clerk	Sr. Clerk
Grade and salary..	CAF-4, \$1800 per annum Bu.#826(a) CSC #271	CAF-5, \$2000 per annum
Branch.....	Director's Office	S I
Division.....		
Section.....		
Headquarters.....	Washington, D. C.	Washington, D. C.
Departmental or field.....	Departmental	Departmental

## Remarks:

Subject to a favorable report of the character investigation being made by the United States Civil Service Commission.

\* Changing from indefinite to temporary, not to exceed 3 months.

*63 C sent to Pay Roll  
63 7 to Class  
6-24-43*

This action is subject to the provisions of paragraphs checked below:

☒ Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly ~~2 1/2~~ 5% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.

☒ This appointment is for such time as your services may be required and funds are available for the work of the office of the Coordinator of Information.

*L. G. D. Lant*

Personnel Officer.

U. S. GOVERNMENT PRINTING OFFICE 16-24723-1

PERSONNEL FOLDER COPY

C. S. C. Report No.

**4974**

Civil Service or other legal authority

**Dept. Cir.  
257 Rev. 2**

Appropriation

**112/30006 (30)  
202-43  
changed 7/1/43 to  
114/300.002**

Date of birth

**8/15/1912**

Legal residence

**California**

Sex

**Female**

NATURE OF POSITION

New

Additional identification

Vice

Vice vacancy

**X**

Reference

(Name, number, and date, etc.)

**Barbara Poole  
(Chg. in duties  
4/17/43)  
Bu.#1257 CSC #43**

Subject to Retirement Act?

**Yes****EDM:mm**



ICE OF STRATEGIC SERVICES

RECEIVED

MAY 28 1943

PERSONNEL OFFICE

SI.

Branch

PERSONNEL ACTION REQUEST



NATURE OF ACTION: Change in Status & Transfer within OSS \*  
~~Temporary Appointment - 3 mo.~~

NAME: Julia C. McWilliams

EFFECTIVE DATE: June 1, 1943 - EBS per  
As soon as possible talk with  
Edgar Barker

FOR USE OF EXECUTIVE BRANCH ONLY

APPROVED BY

Initials

Date

BUDGET OFFICE

JUN 1 1943

APPROPRIATION:

CLASSIFICATION

NEW ☐

VICE ☒

TA ☐

REFERENCE:

Barbara Poole (Chg. duts.  
4/17/43)

Bu#1257 CSC#43

EMPLOYMENT

AUTHORITY:

DIRECTOR

LKD 6/10/43

	FROM	TO
TITLE OF POSITION .....		Sr. Clerk <del>Stenographer</del>
GRADE & SALARY .....		CAF-5, \$2000
BRANCH .....		SI.
DIVISION .....		
SECTION .....		
OFFICIAL STATION .....		Washington, D. C.
HEADQUARTERS .....		"
DEPARTMENTAL OR FIELD .		Departmental.

REMARKS OR PROPOSED DUTIES: Understand that this is not to be charged as a position against present SI. Allotment. J.W.B.

If this is not the case please let me know.

\* Temp. not to exceed 3 months.

Approp. 1.2/30006(30)  
Allot. Acct. 202-43

8905

RECOMMENDED BY:

Francis W. Barker

DATE: 5-20-43.



OFFICE OF STRATEGIC SERVICES  
 COORDINATOR OF INFORMATION  
 WASHINGTON, D. C.

Name: **McWilliams, Julia C. (Miss)**Date: **March 13, 1943**

This is to notify you that the Coordinator of Information has taken the following action concerning your employment.

Nature of action: **Change in Status**Effective date: **March 13, 1943**

	FROM—	TO—
Position.....	Jr. Research Assistant	Clerk
Grade and salary.....	CAF-3, \$1620 per annum Bu.#43(2) CSC #23	CAF-4, \$1800 per annum
Branch.....	Director's Office	Director's Office
Division.....		
Section.....		
Headquarters.....	Washington, D. C.	Washington, D. C.
Departmental or field.....	Departmental	Departmental

## Remarks:

Subject to a favorable report of the character investigation being made by the United States Civil Service Commission.

*CP to payroll  
 CSC 2 to class.  
 3/17/43*

This action is subject to the provisions of paragraphs checked below:

☒ Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly ~~3%~~ **5%** will be deducted from your basic salary for deposit to your credit in the Retirement Fund.

☒ This appointment is for such time as your services may be required and funds are available for the work of the office of the Coordinator of Information.

*James B. Operta*  
 Personnel Officer.

PERSONNEL FOLDER COPY

C. S. C. Report No.

**1059**

Civil Service or other legal authority

**CSC letter of  
10/6/41**

Appropriation

**112/30006 (30)  
101-43**

Date of birth

**8/15/1912**

Legal residence

**California**

Sex

**Female**

NATURE OF POSITION

New

Additional identification

**X**

Vice

Vice vacancy

Reference (Name, number, and date, etc.)

**Bu.#826(a) CSC#271  
 Alloc. Vacancy  
 5/21/42**

Subject to Retirement Act?

**Yes**



OFFICE OF STRATEGIC SERVICES

FEB 27 1943

PERSONNEL OFFICE  
~~Director's Office~~  
Branch



PERSONNEL ACTION REQUEST

NATURE OF ACTION: Change in Status

NAME: Julia McWilliams

EFFECTIVE DATE: March 13, 1943

FOR USE OF EXECUTIVE BRANCH ONLY		
APPROVED BY	Initials	Date
BUDGET OFFICE	<i>sub</i>	FEB 27 1943
APPROPRIATION:		
CLASSIFICATION	<i>3/10/43</i>	
NEW <input type="checkbox"/>	VICE <input type="checkbox"/>	IA <input checked="" type="checkbox"/>
REFERENCE: Alloc. Vacancy 5/21/42 Bu#826(a) CSC#271		
PERSONNEL DIVISION	EMPLOYMENT	<i>8/138 3/11/43</i>
	AUTHORITY:	
DIRECTOR	<i>L42</i>	<i>3/13/43</i>

	FROM	TO
TITLE OF POSITION .....	Jr. Research Assistant <del>Asst. Clerk</del> Bu#43(2) CSC#23	Clerk <i>826</i>
GRADE & SALARY .....	CAF-3, \$1620	CAF-4, \$1800
BRANCH .....	Director's Office	Director's Office
DIVISION .....	" "	" "
SECTION .....	" "	" "
OFFICIAL STATION .....	Washington, D. C.	Washington, D. C.
HEADQUARTERS .....	"	"
DEPARTMENTAL OR FIELD .	Departmental	Departmental

REMARKS OR PROPOSED DUTIES:

*C.S. invly. pending.  
only.*

Approp. *112/3000.6(30)*  
Allot. Acct. *101-43*

7328

RECOMMENDED BY:

*[Signature]*

DATE:

*Feb 25, 1943*



OFFICE OF STRATEGIC SERVICES  
COORDINATOR OF INFORMATION

WASHINGTON, D. C.

Name: **McWilliams, Julia C. (Miss)** Date: **DOA November 7, 1942**

This is to notify you that the Coordinator of Information has taken the following action concerning your employment.

Nature of action: **Appointment by Transfer**Effective date: **EOD November 18, 1942**

	FROM—	TO—
Position	Senior Typist	Jr. Research Assistant
Grade and salary	CAF-2, \$1440 per annum	CAF-3, \$1620 per annum
Branch	Off. for Emergency Management	Director's Office
Division	Off. of War Information	<del>Immediate Office</del>
Section	Division of Public Inquiries	
Headquarters	Washington, D. C.	Washington, D. C.
Departmental or field	Departmental	Departmental

Remarks: **This appointment is subject to a favorable report of the character investigation being made by the United States Civil Service Commission.****A copy of the United States Civil Service Commission authorization is enclosed.***63c sent to Payroll 11/20/42  
CSC # 2 to class.***DOO - 11/18/1942**

This action is subject to the provisions of paragraphs checked below:

☒ Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly ~~2%~~ **5%** will be deducted from your basic salary for deposit to your credit in the Retirement Fund.

☒ This appointment is for such time as your services may be required and funds are available for the work of the office of the Coordinator of Information.

C. S. C. Report No.

**3051**

Civil Service or other legal authority

**E.O. 9243, Reg. IX,  
Sec. 2, Subsec. b  
File - XM:T:CJ**

Appropriation

**112/30006 (30)  
11-43-01**

Date of birth

**8/15/1912**

Legal residence

**California**

Sex

**Female**

NATURE OF POSITION

New

Additional identification

Vice

Vice vacancy

**X**Reference  
(Name, number, and date, etc.)**H.G.O'Donnell (Chg.  
in Duts. 2/16/1942)  
CSC #25 Ba #43(2)**

Subject to Retirement Act?

**Yes**Personnel Officer *Ed*

PERSONNEL FOLDER COPY

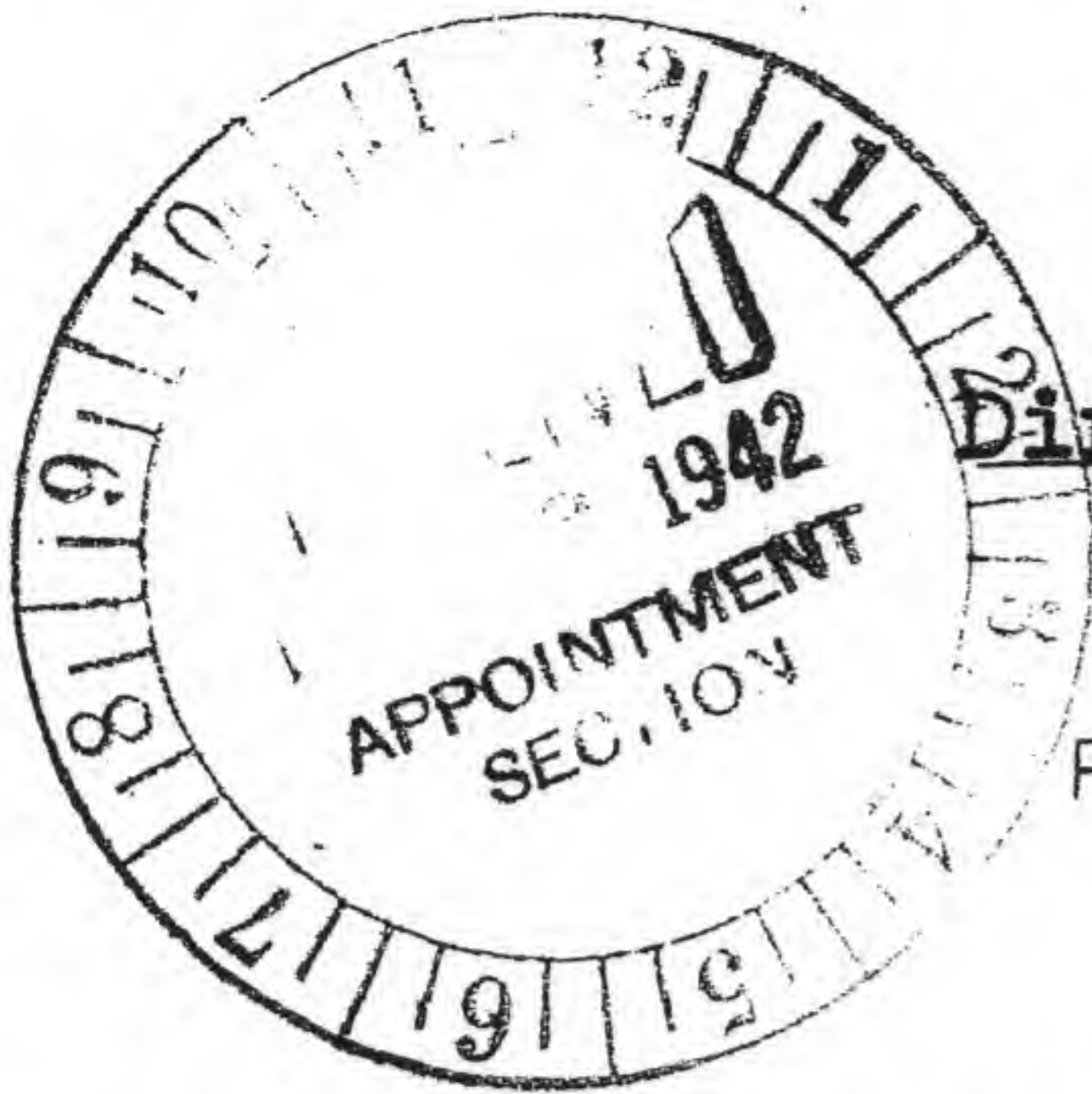
**EDM:arl**



OFFICE OF STRATEGIC SERVICES

OCT 17 1942

PERSONNEL OFFICE



Director's Office

Branch

PERSONNEL ACTION REQUEST

NATURE OF ACTION: New Appointment

NAME: Julia C. McWilliams

EFFECTIVE DATE: November 18, 1942

FOR USE OF EXECUTIVE BRANCH ONLY

APPROVED BY

Initials

Date

BUDGET OFFICE

WOF

10/19/42

APPROPRIATION:

CLASSIFICATION

10-21-42

NEW ☐

VICE ☒

IA ☐

REFERENCE:

M.G.O'Donnell (Chg. in duts.  
2/16/42)

Bu#43(2) CSC#25

EMPLOYMENT

AUTHORITY:

11/7/42 Sec. 2  
Subsec. b.  
File XW:T:CJ

WS Reg. II  
a. Trans. fm. O.W.I.

DIRECTOR

10/24/42

10/30/42 Spot check cleared

	FROM	TO
TITLE OF POSITION .....		Jr. Research Asst.
GRADE & SALARY .....		CAF-3, \$1620 per annum
BRANCH .....		Director's Office
DIVISION .....		IMMEDIATE OFFICE
SECTION .....		
OFFICIAL STATION .....		Washington, D. C.
HEADQUARTERS .....		Washington, D. C.
DEPARTMENTAL OR FIELD .		Departmental

REMARKS OR PROPOSED DUTIES:

Approp. 1.1.2./3000.6.(3)  
Allot. Acct. 1.1.4.3.01...

5442

RECOMMENDED BY:

James B. Opsata  
James B. Opsata, Director of Personnel

DATE:

10/16/42



UNITED STATES CIVIL SERVICE COMMISSION  
Washington, D. C.

File: XW:T:CJ  
Date: November 7, 1942  
Requisition No.: 1060

Office of Strategic Services

Washington, D. C.

Attention: Director of Personnel

Authority is granted for the transfer of

Miss Julia C. McWilliams


under War Service Regulation IX, Section 2, Subsection b

To:	Position	Junior Research Assistant
	Grade and Salary	CAF-3, \$1620 per annum
	Department	Office of Strategic Services
	Bureau	Director's Office
	Location	Washington, D. C.
From:	Position	Senior Typist
	Grade and Salary	\$1440 per annum
	Department	Office for Emergency Management
	Bureau	Office of War Information
	Location	Washington, D. C.

This transfer may be made effective on or after November 7, 1942 but in no case later than ten days from such date except at the option of the receiving agency.

Subject to the following conditions: Investigation

Personnel Section  
Office for Emergency Management  
Office of War Information  
Washington, D. C.

  
Director, War Transfers



October 23, 1942

1060

XXXXXXXXX indefinite  
XXXXXXXXX

for the duration of the  
emergency.

1 F Junior Research Assistant CAP-3, \$1620 Director's Office

REGULATION IX

The transfer of Miss Julia C. McWilliams from Office of War Information, Senior Typist, \$1440 per annum under Regulation IX is requested. Date of birth: August 15, 1912, address: Brighton Hotel, 2123 California Street, N. W., Washington, D. C.

Under immediate supervision, to perform minor research duties and to take care of such clerical duties as maintaining and being responsible for files of confidential material within a unit of sub-division in the Office of Strategic Services; to assemble data, as requested, covering certain matters, many of which are confidential in nature; to classify and index confidential and other material handled in the unit or subdivision; to review materials, upon assignment, for disclosure of pertinent facts; and to perform related tasks as assigned.

Form 57 attached.

CERT. NO. Auth. RECEIVED 11/1 of 42

Director of Personnel



October 29, 1942

TO: Dr. J. C. Byrd  
FROM: Mrs. Edna B. Stonesifer  
SUBJECT: Miss Julia C. McWilliams

The transfer of Miss Julia C. McWilliams is requested from the Office of War Information for the following reasons:

At the present time Miss McWilliams is employed at the Office of War Information as a Junior Clerk-Typist where she is typing names on cards and filing these cards.

Because of Miss McWilliam's education and her previous experience outside the government we feel that she is better qualified to fill a more responsible position. For this reason we are requesting her as a Junior Research Assistant to work directly in Colonel Donovan's office. Since Colonel Donovan is the Director of the Office of Strategic Services, all the work that this agency does for the Joint Chiefs of Staff must flow into and through this office. Miss McWilliams would be assigned the task of directly reviewing, filing and performing minor research in connection with the reports and documents flowing into Colonel Donovan's office.

sbs:lnk











# OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

Office of Strategic Services  
(Department or Establishment)

Director's Office  
Director's Immediate Office  
(Bureau or Office)

I, Julian C. McWilliams, do  
(Name in full, printed or typed)

solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. SO HELP ME GOD.

Julian C. McWilliams  
(Signature of Appointee)

Subscribed and sworn to before me this 18th day of November, A.D. 19 42

at Washington, D. C.,  
(City or place) (State)

[SEAL]

Eybra W. Carlson  
Notary Public

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

My commission expires: 12/21/46

Position to which appointed Junior Research Assistant CAF-3 \$1620 per annum

Date of entrance on duty November 18, 1942



# PERSONNEL AFFIDAVIT

Director's Office  
Office of Strategic Services Director's Immediate Washington, D. C.  
(Department or agency) (Bureau or division) Office (Place of employment)

Name Julia C. McWilliams  
(Given name, initial or initials, if any, and last name. Print or type)

Section 9A of Public 252—76th Congress, approved August 2, 1939, otherwise known as the "Hatch Act," provides:

"(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any Act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States.

"(2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any Act of Congress for such position or office shall be used to pay the compensation of such person;"

It is provided in various appropriation acts that no part of the funds so appropriated shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, and that an affidavit shall be considered *prima facie* evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. Such acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment, the salary or wages for which are paid from any such appropriation, shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than 1 year, or both, and that the above penalty shall be in addition to, and not in substitution for, any other provisions of existing law.

\* \* \* \* \*

I, Julia C. McWilliams, do solemnly swear (or affirm) that I have read and understand the foregoing; that I do not advocate the overthrow of the Government of the United States by force or violence; that I am not a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

Julia C. McWilliams  
(Signature of employee)

Subscribed and sworn to before me this 18th day of November A. D., 1942  
at Washington, D. C.  
(City or place) (State)

[SEAL]

Byrdia D. Carlson  
Notary Public



10

10



CIVILIAN EMPLOYEE

CIVIL SERVICE

NAME MC WILLIAMS, JULIA CAROLYN, (Miss)

OTHER Special Funds

RATING \_\_\_\_\_

DATE DEPARTED U.S. 9 March 1944

DATE ARRIVED CBI THEATER 9 Apr 44

ACCRUED ANNUAL LEAVE  
(2 1/6 days per month)

RECORD OF ANNUAL LEAVE  
From: To:

TOTAL DAYS

31 Dec 43	_____	_____	_____
31 Jan 44	_____	_____	_____
29 Feb 44	_____	_____	_____
31 Mar 44	_____	_____	_____
30 Apr 44	_____	_____	_____
31 May 44	_____	_____	_____
30 Jun 44	_____	_____	_____
31 Jul 44	_____	_____	_____
31 Aug 44	_____	_____	_____
30 Sep 44	_____	_____	_____
31 Oct 44	_____	_____	_____
30 Nov 44	_____	_____	_____
31 Dec 44	_____	_____	_____

ACCRUED SICK LEAVE  
(1 1/2 days per month)

RECORD OF SICK LEAVE  
From: To:

TOTAL DAYS

31 Dec 43	_____	_____	_____
31 Jan 44	_____	_____	_____
29 Feb 44	_____	_____	_____
31 Mar 44	_____	_____	_____
30 Apr 44	_____	_____	_____
31 May 44	_____	_____	_____
30 Jun 44	_____	_____	_____
31 Jul 44	_____	_____	_____
31 Aug 44	_____	_____	_____
30 Sep 44	_____	_____	_____
31 Oct 44	_____	_____	_____
30 Nov 44	_____	_____	_____
31 Dec 44	_____	_____	_____

EMERGENCY ADDRESSEE: Mr. John McWilliams,

1207 S. Pasadena Ave.

Pasadena, Calif.

REMARKS: \_\_\_\_\_



JULIA C. MC WILLIAMS

May 17, 1943

Washington, D. C. Address: The Brighton Hotel  
2123 California St, N. W.

Residence Telephone: North 4430

Born: August 15, 1912, Pasadena, California

Height: 6 Feet. Weight: 155. Health: Excellent (No major illnesses operations, etc. No work days lost since employed with U.S. Gov't)

EDUCATION: Polytechnic Elementary School, Pasadena, California

The Katharine Branson School, Ross California. (3 yrs.)

Smith College, Northampton, Massachusetts. Graduated, B.A. 1934

Major Subject: History

Minor Subjects: Technique & Theory & History of Music.  
French Literature.

LANGUAGES: French. Good Reading knowledge. Fair writing knowledge.  
Am taking private lessons three times a week, reading  
& conversation.

(Italian. A vague remembrance from two years at college.)

BUSINESS EXPERIENCE:

1. 10/1/35 to 5/1/37  
W. & J. SLOANE, 575 Fifth Avenue, New York City.  
Immediate Supervisor: Arthur W. Forester, Advertising Manager  
My Position: Assistant to Advertising Manager.  
Duties: General secretary & assistant. Copywriting,  
publicity, direct mail pamphlets. Making contacts with  
newspaper & magazine personnel for publicity, and keeping  
them interested in Sloane doings. Planning, setting up &  
supervising photographic settings. Research on manufactur-  
ing methods. Doing anything at all that came up, and ini-  
tiating new ideas, etc.  
Salary: Started at \$20. per week. Finished at \$35.  
Reason for leaving: Illness in family at home, had to return.
2. 11/1/37 to 6/1/39  
THE COAST MAGAZINE, San Francisco, California  
Position: Southern California Fashion Editor  
Duties: Writing monthly fashion column. Started with first  
issue of magazine, so had to make all my own contacts with  
retail stores and wholesalers. Made up my own ideas about  
fashion trends, good buys, unusual finds, etc. Arranged  
and supervised photographs.  
Salary: \$25. per column.  
Reason for leaving: Magazine bankrupt.



3. W. & J. SLOANE: Beverly Hills, California  
Position: Advertising Manager  
Duties: Planning & preparing all store advertising, window and floor displays, publicity. As there were no precedents to speak of when I took over, I had to start practically from scratch, hiring good newspaper artists, typographer, printer, etc. Planning budget (\$100,000. per year to spend) Planning campaigns with store buyers, furnishing ideas, writing all copy, etc, layouts, etc.  
Salary: \$200. per month.  
Reason for leaving: Fired, and I don't wonder. One needs a much more detailed knowledge of business, buying, markets, and more experience in advertising than I had for so much responsibility. But I learned a great deal, and did pretty well in establishing the mechanics of the office and the business personnel.

4. 8/22/42 to 11/16/42  
U.S. INFORMATION CENTER, O.W.I., Washington D. C.  
Position & Duties: Senior typist in charge of Executive Index File, which was a card index with names of all the government executives in the various agencies above title of Unit Chief, giving full name, home residence, past & present positions in correct bureaucratic breakdown. Reading press releases, newspapers, etc. to catch names, checking with files or agencies for correct title. Sending out duplicates of cards to branch offices as well as putting them in master file. This was done with only slight supervision, and I made up my own system.  
Salary: 1440.  
Reason for leaving: typed over 10,000 little white cards and put in for a transfer to OSS.

5. 9/16/43 to present  
OSS, Director's Office.  
Immediate Supervisor: Marian O'Donnell.  
Position: File Clerk.  
Duties: Classifying & filing documents, improving filing system.  
Salary: Came in at 1620. Raised to 1800.

VOLUNTEER WORK: Pasadena, California

1. AMERICAN RED CROSS: Pasadena Chapter. 10/1/41 to 6/1/42  
Position: Creating & supervising the volunteer stenographic services. Securing the help of trained typists & stenographers. Instructing them in R.C. procedure, overseeing work. Typing, mimeographing, etc.
2. AIRCRAFT WARNING SERVICE, U. S. Army Interceptor Command, Los Angeles  
3/8/42 to 6/1/42  
Duties: Regular routine of the service, four 6-hour shifts weekly.

CIVIL SERVICE RECORD:

1. Passed Senior Typist Examination, June, 1942
2. Passed Junior Professional Assistant Examination, September, 1942  
Graded: 91%



OFFICE OF STRATEGIC SERVICES

JUL 31 1943

PERSONNEL OFFICE

FOR USE OF EXECUTIVE BRANCH ONLY

APPROVED BY Initials Date

BUDGET OFFICE 5/2

APPROPRIATION:

CLASSIFICATION 8/6

NEW ☐ VICE ☒ IA ☐

REFERENCE: Alloc. Vacancy 7/6/43

Bu # 1778 CSC # 90

EMPLOYMENT 8/10

AUTHORITY:

DIRECTOR 8/14

PERSONNEL DIVISION

Committee on Emergency Rescue Equipment

PERSONNEL ACTION REQUEST

Change of Status, from Temporary to Indefinite

\* Transfer within OSS

NAME: Julia C. McWilliams

EFFECTIVE DATE: 8/17/43  
As Soon as Possible

	FROM	TO
TITLE OF POSITION .....	Chief Clerk	Sr. Chief Clerk
GRADE & SALARY .....	Bu # 1257 CSC # 43 CAP-5, 2000	CAP-5, 2000
BRANCH .....	S.D.	
DIVISION .....	Committee on Emergency Rescue Equipment	Committee on Emergency Rescue Equipment
SECTION .....	Information Exchange	Information Exchange
OFFICIAL STATION .....	Washington, D. C.	Washington, D. C.
HEADQUARTERS .....		
DEPARTMENTAL OR FIELD .	Departmental	Departmental

REMARKS OR PROPOSED DUTIES:

APPROVED  
COPY  
AUG 16 1943

3941

RECOMMENDED BY:

Harold J. Colledge

DATE:

7/29/43



Mr. Harrison Krider, Chief  
Civilian Personnel Branch

15 November 1943

Emergency Rescue Equipment Section

Julia C. McWilliams, Request for extended period of  
Annual Leave

Referring to OSS Office Notice dated 22 May 1943, it is requested that permission be granted for Miss Julia McWilliams to take an annual vacation of 18 days commencing 20 December 1943, and ending 8 January 1944.

Miss McWilliams has been employed for the government since 18 August 1942, and for the OSS since 18 November 1942. In this period she has taken a total of seven days Annual Leave, in lots of two days each, and one day to attend a funeral. She has missed no working days on sick leave.

As Miss McWilliams home is in Pasadena California, six days of her vacation period will be consumed in travel. She has obtained train reservations from Washington DC to Pasadena, California, and return.

HAROLD J. COOLIDGE, Jr., Capt, AUS  
Executive Officer for ERE



Miss Julia C. McWilliams

December 2, 1943

D. N. Ogan

Receipt of Personal Check in the amount of \$11.96.

Receipt is acknowledged of your personal check, in the amount of \$11.96. This is to be applied against an overpayment for salary for the period, June 14 to 28, 1943 - two days leave without pay, June 25 to 26, 1943.

CJB:BVH

cc: Payroll  
Control



OFFICE OF STRATEGIC SERVICES  
WASHINGTON, D. C.

2102 -  
Section / Office Operations  
x McWilliams J  
x OSS - Budget + Procedures Branch

14 October 1943

Captain Harold J. Coolidge  
OSS Executive Officer  
Emergency Rescue Equipment  
Room 2500, Temp. A Bldg.  
2nd and T Streets, S. W.  
Washington, D. C.

Dear Captain Coolidge:

This is to advise you that Miss Julia McWilliams of your office has successfully completed the informal course of training given by the Procedures Office in accordance with your request.

The program included budget work, finance, civilian personnel, procurement and supply, and other miscellaneous administrative procedures.

Since Miss McWilliams had a knowledge of OSS procedures already, it is hoped that this additional training will assist her in handling the majority of problems which might arise in the course of her duties. We shall be very glad to be of further service if she wishes to consult us regarding any phase of administrative operations.

Sincerely yours,

*J. Ridge Hicks*

J. Ridge Hicks  
Assistant Chief  
Budget and Procedures Branch



18 December 1943

MEMORANDUM

TO: Chief, Services

FROM: Executive Officer, ERE Sec tion

SUBJECT: Julia C. McWilliams, Request for Advanced Annual Leave

1. Miss Julia McWilliams has applied for Annual Vacation Leave commencing 21 December and ending 8 January, 1944. A memo requesting approval accompanied her Leave Card, addressed to the Chief, Civilian Personnel, dated 15 November. On 17 December, she was informed that part of her leave would have to be taken either LWOP or Advanced Annual Leave.

2. Miss McWilliams has been employed by the Civil Service since 18 August, 1942, transferring to the OSS on 18 November 1942. During this 16 month period of government service, she has taken a total of 6 days Annual Leave, and no Sick Leave. When she transferred to the ERE Section from the Director's Office on 1 June 1943 she had accumulated 12 days of Annual Leave, or some \$75.00. As the ERE Section had no appropriation, she came in on a Temporary Basis, forfeiting her accumulated leave, although there was no break in service. She was returned to an Indefinite Appointment 17 August.

3. As her home is in California, requiring 6 days' travelling time, she has asked for 16 days of leave. She has not been home since her arrival in Washington, as does not expect to return for the duration. It is requested that she be approved for 7 days advanced Annual Leave from 1 January to 8 January 1944.

4. It is felt that this request is well-justified in that she lost 12 days of Annual Leave through no fault of her own, in the technicalities of transferring from one department of OSS to another.

HAROLD J. COOLIDGE, Jr.  
Captain, AUS



OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: Chief, Civilian Personnel                      DATE: 8 December 1943

FROM: Executive Officer, Emergency Rescue Equipment

SUBJECT: Julia C. McWilliams, Promotion for

1. It is recommended that Miss Julia McWilliams be raised in grade from Senior Clerk, CAF-5, to Junior Administrative Assistant, CAF-7.

2. Since the activation of the ERE Section on 1 June 1943, Miss McWilliams has been acting as Administrative Officer in charge of personnel matters, budget, procurement of supplies and equipment, supervision of office procedures and routine, and in charge of the Information Exchange. There are 16 civilian employees in the Section over which she has direct supervision of 8, ranging in grade from CAF-2 to CAF-5. Her duties in respect to these employees are planning assignments, establishing working routines and general supervision of work produced. She serves in an advisory capacity to the Technical Aide, Library, Special Duty Staff and Exhibits on matters of administration, personnel problems, recruiting, etc, projects and special reports.

3. Miss McWilliams has completed an informal course of training given by the Procedures Office which included budget work, finance, civilian personnel, procurement and supply, and other miscellaneous administrative procedures.

*H. J. C.*  
HAROLD J. COOLIDGE, JR.  
Captain, Aus



# OSR PERSONNEL ACTION REQUEST

		INITIAL	DATE	REFERENCE
NAME: <u>Julia Mc Williams</u>	CLASSIFICATION			
NATURE OF ACTION: <u>Promotion</u>	BUDGET			
EFFECTIVE DATE: <u>As soon as possible</u>	EMPLOYMENT			
	CHIEF, CIVILIAN PERSONNEL BRANCH			

	FROM	TO
TITLE	Senior Clerk	Jr. Administrative Asst.
GRADE AND SALARY	CAF-5, 2000	CAF-7, 2600
BRANCH	Emergency Rescue Equipmt.	Emergency Rescue Equipmt.
DIVISION	Information Exchange	Information Exchange
SECTION		
OFFICIAL STATION	Washington, D. C.	Washington, D. C.
DEPT. OR FIELD	Departmental	Departmental

REMARKS: Civil Service. See attached memo for job description.

RECOMMENDED: HAROLD J. COOLIDGE, JR. 12/8/43  
*Harold J. Coolidge, Jr.*  
 OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER

SPECIAL INSTRUCTIONS:  
 1. FOR MILITARY LEAVE WITHOUT PAY - ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTOSTAT OR CERTIFIED COPY.  
 2. SIGNATURE OF EMPLOYEE: \_\_\_\_\_  
 FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY



OSS PERSONNEL ACTION REQUEST

		INITIAL	DATE	REFERENCE
NAME: <b>Julia Mc Williams</b>	CLASSIFICATION			
NATURE OF ACTION: <b>Promotion</b>	BUDGET			
EFFECTIVE DATE: <b>As soon as possible</b>	EMPLOYMENT			
	CHIEF, CIVILIAN PERSONNEL BRANCH			
	FROM	TO		
TITLE	<b>Senior Clerk</b>	<b>Jr. Administrative Asst.</b>		
GRADE AND SALARY	<b>CAF-5, 2000</b>	<b>CAF-7, 2600</b>		
BRANCH	<b>Emergency Rescue Equipmt.</b>	<b>Emergency Rescue Equipmt.</b>		
DIVISION	<b>Information Exchange</b>	<b>Information Exchange</b>		
SECTION				
OFFICIAL STATION	<b>Washington, D. C.</b>	<b>Washington, D. C.</b>		
DEPT. OR FIELD	<b>Departmental</b>	<b>Departmental</b>		

REMARKS: **Civil Service. See attached memo for job description.**

*Please return card to  
1111 Que Bldg.*

RECOMMENDED: **HAROLD J. COOLIDGE, JR. 12/8/43**  
*Harold J. Coolidge*  
 OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER

SPECIAL INSTRUCTIONS:  
 1. FOR MILITARY LEAVE WITHOUT PAY - ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTOSTAT OR CERTIFIED COPY.  
 2. SIGNATURE OF EMPLOYEE: \_\_\_\_\_  
 FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY



4 October 1945

Deputy Strategic Services Officer  
OSS Detachment 203  
APO 879

Attn: Miss Julia McWilliams

Dear Miss McWilliams:

Pursuant to authority vested in me, the transfer of your official station from Chungking, China to Washington, D.C. is hereby ordered and approved.

This change of official station is to be effective upon arrival and is to be effected as soon as practicable. The transfer is not for your convenience, but is for the best interests of the Government. The reimbursement of travel expenses and per diem in lieu of subsistence shall be in accordance with the provisions of the travel order issued hereunder. The reimbursement of the cost of transfer of your household effects is also authorized in connection with existing regulations.

---

John Magruder  
Brig. General, USA  
Director

JSD:lls 1-2



Lt. Col. W. Lane Rehm

6 February 1946

Civilian Division, Personnel Branch

Julia McWilliams

The Personnel Branch is changing the appointment of Julia McWilliams from an Excepted Appointment, Special Funds Payroll, to an Excepted Appointment, Regular Payroll, effective 1 March 1945.

It is necessary, therefore, that the Annual and Sick Leave balances as of 1 March, be supplied to Finance Branch immediately.

ANNUAL LEAVE \_\_\_\_\_

SICK LEAVE \_\_\_\_\_

L. Grier Durant  
Asst. Chief, Personnel Division

Certified to be correct:

Lt. Col. W. Lane Rehm



16 May 1945

VIA AIR MAIL

Col Richard P. Heppner  
Branch Headquarters  
Det. 202  
APO 879

Attn: Miss Julia McWilliams

Dear Miss McWilliams:

This is to advise you that the Director of Strategic Services has approved the change of your official station from Kandy, Ceylon to Chungking, China effective 1 June 1945.

The reimbursement of your expenses in connection with the travel in accordance with existing orders and regulations is hereby authorized. The cost of transfer of your household effects is also authorized in accordance with existing regulations.

This transfer is not for your convenience, but is for the best interests of the Government.

Very truly yours,

William C. McCutcheon, Jr.  
Chief, Civilian Personnel Branch

EDM:lls 7-3



11/15







16 May 1945

VIA AIR MAIL

Colonel J. Russell Forgan  
c/o Commanding General  
European Theater No.1  
APO 413

Attn: Miss Julia McWilliams

Dear Miss McWilliams:

This is to advise you that the Director of Strategic Services has approved the change of your official station from Washington, D. C. to London, England effective 1 June 1945.

The reimbursement of your expenses in connection with the travel in accordance with existing orders and regulations is hereby authorized. The cost of transfer of your household effects is also authorized in accordance with existing regulations.

This transfer is not for your convenience, but is for the best interests of the Government.

Very truly yours,

William C. Mc Cutcheon, Jr.  
Chief, Civilian Personnel Branch

WCM:lla



WAR DEPARTMENT  
~~OFFICIAL~~ STRATEGIC SERVICES  
WASHINGTON 25, D. C.

*Folder*

6 December 1945

Miss Julia McWilliams  
Registry Branch

Dear Miss McWilliams:

In accordance with General Order No. 93, "Liquidation of OSS", it is necessary to effect a general liquidation of the Office of Strategic Services by 1 January 1946. This liquidation is to be made in accordance with the regulations and procedures of the Civil Service Commission, which are contained in Departmental Circular No. 510, dated ~~15 November 1944~~ Revised, dated 27 September 1945.

It has been determined that you are one of the employees to be separated, and your services with this office will be terminated at the close of business on **6 January 1946**. You may be continued in a pay status throughout this period, if the work load in your office will permit or if you have sufficient annual leave.

You are entitled to examine the regulations, and the records pertaining to this liquidation, if you so desire. These records are available for inspection in Room 104, Coliseum. If you believe that there has been a violation of your rights under these regulations, you may appeal in writing to the Civil Service Commission, Washington 25, D. C., within 10 days from the date you receive this notice. If you file an appeal, you should indicate the date of your separation, the date of this notice, and the reasons for your appeal.

If you have reemployment rights, you should apply to the agency concerned for reinstatement not later than 40 days after the effective date of your separation from the rolls of this office. Should you desire to remain in the Government service and you do not have reemployment rights, you should come to the Employment Section so that your name may be certified to the Civil Service Commission. In the event you are interested in employment in private industry, you should file an application with the United States Employment Service. Further information on any of the above may be procured from the Civilian Division, Personnel Branch, Room 104, Coliseum Building.

The service which you have rendered is appreciated as it has been a real contribution to the war effort. We trust the experience you have gained will prove profitable to you. It is our sincere hope that you will be successful in finding another suitable position in the near future.

Very truly yours,

James E. Opsata, Chief  
Civilian Division, Personnel Branch



OFFICE OF THE ASSISTANT SECRETARY OF WAR  
WD STRATEGIC SERVICES UNIT  
CIVILIAN DIVISION, PERSONNEL BRANCH  
510 - 26th Street, N.W.  
Washington, D. C.

NOTIFICATION TO CLEARANCE OFFICERS: After this date no Funds or  
Property should be issued this  
employee. 26 Nov 45  
date

SUBJECT: CLEARANCE

TO: Chief, Civilian Division, Personnel Branch

I certify that to the best of my knowledge and belief I  
am clear of responsibility for any Government property and equipment  
issued to me personally by the S.S.U. except as follows:

(signature)

Julia McWilliams

I certify that Julia McWilliams is not  
indebted to the United States or any of its agencies or instrumentalities  
nor responsible or accountable for any Government property incident  
to his employment.

<u>Registry</u>	<u>Branch Clearance</u>
<u>103</u> <del>112</del> Central Bldg.	Property Board
<u>317</u> <del>303</del> South Bldg.	Special Funds
<u>132</u> <del>140</del> South Bldg.	Security
<u>120</u> <del>100</del> Coliseum Bldg.	Fiscal Div.

Charlotte J. Gilbert  
Charlotte J. Gilbert, Registrar  
R. W. ESTEY  
Lieut. Colonel, CAC  
Chairman, SSU Property Board  
Andrew W. Sexton  
by Hub C. Cushman



## OFFICE OF STRATEGIC SERVICES

C. P. B.

## REPORT OF EXIT INTERVIEWS AND SEPARATIONS

Name of Employee	<i>Julia C. McWilliams</i>	Office Phone	<i>464</i>
Name of Supervisor	<i>Peg Campbell</i>	Division	<i>S.I.</i>
		Exten.	<i>464</i>
Washington Address of Employee	<i>2123 California St. N. W.</i>		
Forwarding Address	<i>1207 So. Pasadena Ave., Pasadena Calif.</i>		
Title, Grade and Employment Status	<i>Adm. Asst. caf-7 \$2980 p.a. S.I.</i>		
Reasons Given for Separation	<i>Invol. sep. due to liquidation of O.S.S. LWD - 12/12/45</i>		
Recommendations of Supervisor or Division Chief			
Recommendations of 1st. Interviewer	<i>E. Stonesifer</i>		
Date	<i>12/12/45</i>		
Referred to:	<i>3005 &amp; 1011a completed.</i>		
Date	<i>12/12/45</i>		
Recommendations of 2nd Interviewer	<i>Prof. Clear. Form completed. JDS.</i>		
Date			
Action to be taken or action taken			



## APPLICATION AND PERSONAL HISTORY STATEMENT

Return this form to the  
Coordinator of Informa-  
tion, Personnel Office,  
Washington, D. C.

June 12, 1942

Date:

Type of position desired:

(A)

(B)

(C)

Lowest starting salary you  
will accept:

\$ \_\_\_\_\_ per annum.

1. NAME:

Miss  
Mrs

McWilliams

Julia

Carolyn

(Last name)

(First name)

(Middle name)

2. PRESENT ADDRESS

2233 Bancroft Pl, N.W., Washington, D.C.

(Number)

(Street)

(City)

(State)

3. HOME TELEPHONE No.

AD 6913/104430

BUSINESS TELEPHONE No.

Ext.

4. LEGAL RESIDENCE

California

11th

Los Angeles

Pasadena

(State)

(Congressional district)

(County)

(City or town)

5. PLACE OF BIRTH

California, Pasadena

DATE OF BIRTH

August 15

1912

(State or foreign country)

(City or town)

(Month)

(Day)

(Year)

IF NATURALIZED CITIZEN GIVE CERTIFICATE No.

DATE

COURT

PERSONAL DESCRIPTION: (Indicate sex, marital status, and race by check. State height and weight.)

SEX		MARITAL STATUS					RACE (if other, specify)			HEIGHT	WEIGHT
Male	Female	Single	Married	Divorced	Widowed	Separated	White	Colored	Other		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>			6 ft	155

8. DESCRIBE ANY PHYSICAL DEFECT OR DISABILITY YOU MAY HAVE

none

9. PERSONS DEPENDENT UPON YOU FOR SUPPORT: none

Totally

Ages

Relationship

Partially

Ages

Relationship

10. LIST ALL FEDERAL CIVIL SERVICE EXAMINATIONS YOU HAVE TAKEN AND PENDING EXAMINATIONS YOU HAVE APPLIED FOR:

TITLE OF EXAMINATION	OPTION	DATE	RATING (%)
Junior typist (pending)		June 12, 42	

11. DO YOU HAVE ELIGIBILITY FOR APPOINTMENT TO THE FEDERAL COMPETITIVE CLASSIFIED SERVICE

Don't know

By transfer?

From the emergency replacement list?

By reinstatement?

Other?

12. MILITARY AND NAVAL RECORDS:

BRANCH OF SERVICE	RANK	ORGANIZATION	DATE ENLISTED	DATE DISCHARGED

13. IF YOU ARE THE WIFE OF A DISABLED VETERAN, OR THE WIDOW OF A PERSON WHO WAS IN THE MILITARY OR NAVAL SERVICE,

GIVE THE FOLLOWING INFORMATION: Wife \_\_\_\_\_; Widow \_\_\_\_\_; Name of Veteran \_\_\_\_\_

Organization \_\_\_\_\_

Last Year of Service \_\_\_\_\_

14. ARE YOU HOLDING ANY POSITION OR OFFICE UNDER THE UNITED STATES OR UNDER ANY STATE, TERRITORY, COUNTY, OR

MUNICIPALITY? no

If "yes," state the place, position and salary

(Yes or no)

15. WILL YOU ACCEPT TEMPORARY EMPLOYMENT? yes

1 month? ☒3 months? ☒6 months? ☒

(Yes or no)

16. LOCATIONS IN WHICH EMPLOYMENT IS PREFERRED

Washington, D.C.

17. HOW MANY DAYS NOTICE WOULD YOU REQUIRE BEFORE YOU COULD ACCEPT EMPLOYMENT? Immediate



18. **EXPERIENCE RECORD:** In the following spaces, give a complete record of all employment you have had, including Government employment and military service. Begin with your present or last position and work back. Give basis of pay for each job, as: Hour, day, week, month, or year. List duties and functions in such form that your special qualifications are clear. List periods of unemployment at the end, giving dates, address at the time, and reason for being unemployed.

<p>(1)</p> <p>Dates (month, day and year): From <b>3/1/41</b> To <b>7/1/42</b></p> <p>Name of employer <b>W. &amp; J. Sloane</b> Address <b>Beverly Hills, California</b></p> <p>Kind of business or organization <b>Retail home furnishing and decoration</b></p> <p>Size of business or organization (i. e., number of persons employed) <b>Approx 200</b></p> <p>Name and title of immediate supervisor <b>Myles Andrews, Store Manager</b></p>	<p>Exact title of your position <b>Advertising Manager</b></p> <p>Salary: <b>\$3600.00</b> Per <b>year</b></p> <p>Duties and responsibilities: <b>planning and personally executing all advertising, newspaper &amp; local magazines, direct mail, etc. Supervising window and floor display. Planning budget. Everything to do with advertising and publicity for the store.</b></p> <p>Reason for leaving: <b>"resigned" see attached memo</b></p>
<p>(2)</p> <p>Dates (month, day and year): From <b>11/1/37</b> To <b>6/1/39</b></p> <p>Name of employer <b>The Coast Magazine</b> Address <b>San Francisco, Calif.</b></p> <p>Kind of business or organization <b>A Monthly Publication aping New Yorker</b></p> <p>Size of business or organization (i. e., number of persons employed) <b>40-50 in San Francisco, none South</b></p> <p>Name and title of immediate supervisor: <b>Innes Bromfield, Editor</b></p>	<p>Exact title of your position <b>So. Calif. Fashion Correspondant.</b></p> <p>Salary: <b>\$25.00</b> Per <b>month</b></p> <p>Duties and responsibilities: <b>Gathering information from manufacturing establishments and Retail executives, making own contacts (there were none), setting trends, writing the column.</b></p> <p>Reason for leaving: <b>Magazine bankrupt</b></p>
<p>(3)</p> <p>Dates (month, day and year): From <b>10/1/35</b> To <b>5/1/37</b></p> <p>Name of employer <b>W. &amp; J. Sloane</b> Address <b>New York City</b></p> <p>Kind of business or organization <b>Retail Home Furnishing &amp; Decoration</b></p> <p>Size of business or organization (i. e., number of persons employed) <b>300-400 (?)</b></p> <p>Name and title of immediate supervisor: <b>A. W. Forester, Adv. Mgr.</b></p>	<p>Exact title of your position <b>Assistant to the Adv. Mgr.</b></p> <p>Salary: <b>\$135.00</b> Per <b>month</b></p> <p>Duties and responsibilities: <b>Secretarial, budgeting, most of copywriting &amp; publicity (under his direction) Research, planning adv. &amp; pub. photographs, direct mail pamphlets. Contacting magazine &amp; newspaper people for publicity, writing publicity "bait"</b></p> <p>Reason for leaving: <b>Mother sick, had to leave</b></p>
<p><b>Recent Volunteer Work.</b></p> <p>Dates (month, day and year): From <b>10/1/41</b> To <b>6/1/42</b></p> <p>Name of employer <b>American Red Cross</b> Address <b>Pasadena, California</b></p> <p>Kind of business or organization <b>Executive and business office</b></p> <p>Size of business or organization (i. e., number of persons employed) <b>8 paid staff, 40-50 volunteers</b></p> <p>Name and title of immediate supervisor: <b>Mrs. Marjorie Williams, Exec. Sec</b></p>	<p>Exact title of your position <b>Supervisor of Stenographic Services</b></p> <p>Salary: <b>\$volunt</b> Per <b></b></p> <p>Duties and responsibilities: <b>Creating the department, finding trained volunteers, instructing them. Typing, mimeographing, filing, checking...anything that came up to do. Put in about 350 hrs.</b></p> <p>Reason for leaving: <b>Left town</b></p>
<p><b>Recent Volunteer Work.</b></p> <p>Dates (month, day and year): From <b>2/20/42</b> To <b>6/1/42</b></p> <p>Name of employer <b>4th Interceptor Command</b> Address <b>Los Angeles, California</b></p> <p>Kind of business or organization <b>Air Craft Warning Service</b></p> <p>Size of business or organization (i. e., number of persons employed) <b>125 volunteers per shift</b></p> <p>Name and title of immediate supervisor: <b>Mrs. Hopperstadt, Supervisor #1</b></p>	<p>Exact title of your position <b>Plotter, Filterer Teller, Overlap Canteen</b></p> <p>Salary: <b>\$ Volunteer</b> Per <b></b></p> <p>Duties and responsibilities: <b>Regular routine of the service. 6 hour duty for three days, three days off, rotating shifts.</b></p> <p>Reason for leaving: <b>Left town</b></p>



(6)		Exact title of your position.....	Salary:
Dates (month, day, year):			\$.....
From.....	To.....	Duties and responsibilities: .....	Per.....
Name of employer .....			
Address .....			
Kind of business or organization .....			
Size of business or organization (i. e., number of persons employed) .....			
Name and title of immediate supervisor: .....		Reason for leaving: .....	

(If additional space is necessary, use continuation sheet and attach)

19. EDUCATION: Common school Polytechnic School, Pasadena, Calif. 9 yrs. Yes  
 (Name) (Location) (Number years completed) (Were you graduated?)  
 High school K. Branson School, Ross, Calif. 3 yrs. Yes  
 (Name) (Location) (Number years completed) (Were you graduated?)  
 Business school Berkshire Bus. College, Pittsfield, Mass. 6 wks. No (got job)  
 (Name) (Location) (Number years completed) (Were you graduated?)

Give details of your college, undergraduate and graduate, education:

NAME AND LOCATION OF COLLEGE	DATES OF ATTENDANCE (Month and year)		SEMESTER HOURS CREDIT RECEIVED	MAJOR SUBJECT	DEGREE CONFERRED	DATE OF DEGREE
	From—	To—				
<u>Smith College, Northampton, Mass.</u>	<u>10/30</u>	<u>6/34</u>	<u>Full 8-10 extra</u>	<u>History</u>	<u>B.A.</u>	<u>1934</u>

20. LIST ALL COLLEGE SUBJECTS IN WHICH YOU HAVE HAD 10 OR MORE SEMESTER HOURS OR 15 OR MORE QUARTER HOURS INDICATING THE CREDITS RECEIVED: History, Approx 18.  
Music, Approx 16 (History & Practical)  
French, Approx 10

21. STATE ANY OTHER EDUCATION YOU HAVE HAD, SUCH AS CORRESPONDENCE COURSES. ALSO LIST COLLEGIATE FELLOWSHIPS, SCHOLARSHIPS, SCHOLASTIC HONORS, AND SIGNIFICANT COLLEGE ACTIVITIES College: Dramatics, Contributing  
Editor to Magazine, Editor of Program Magazine, Chairman of Community  
Fund.

22. IF YOU ARE A MEMBER OF THE BAR, A C. P. A., OR IF YOU ARE LICENSED TO PRACTICE SOME OTHER PROFESSION, GIVE PROFESSION AND WHEN AND WHERE ADMITTED TO PRACTICE: .....

23. KNOWLEDGE OF FOREIGN LANGUAGES:

	READ			SPEAK			AUDITORY COMPREHENSION			OTHERS	READ			SPEAK			AUDITORY COMPREHENSION		
	E	G	F	E	G	F	E	G	F		E	G	F	E	G	F	E	G	F
French.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Russian.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portuguese.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E—Excellent. G—Good. F—Fair.

24. KNOWLEDGE OF OFFICE MACHINES:

- (a) What office machines do you operate skillfully? Typewriter, Mimeograph  
 (b) What office machines do you operate fairly well? .....

(c) If qualified in stenography or typing, state words per minute: Stenography ..... Typing 45-50



25. IF YOU HAVE ESTABLISHED MILITARY PREFERENCE WITH THE UNITED STATES CIVIL SERVICE COMMISSION, CHECK (✓) THE KIND OF PREFERENCE: 5-POINT -----; DISABILITY -----; WIFE OF DISABLED VETERAN -----; WIDOW OF VETERAN -----
26. IF YOU ARE RECEIVING A PENSION OR COMPENSATION FROM THE VETERANS' ADMINISTRATION, STATE PARTICULARS (IF FOR DISABILITY, STATE PERCENTAGE AND NATURE) -----
27. HAVE YOU EVER BEEN DISMISSED FOR CAUSE OR FORCED TO RESIGN FROM ANY EMPLOYMENT? Yes If ANSWER IS "YES" DESCRIBE CIRCUMSTANCES FULLY ON SEPARATE SHEET AND ATTACH TO THIS FORM. (Yes or No)
28. ARE ANY MEMBERS OF YOUR FAMILY OR RELATIVES (EITHER BLOOD OR BY MARRIAGE) IN ANY PART OF THE SERVICE OF THE UNITED STATES (EXECUTIVE, JUDICIAL, LEGISLATIVE, MILITARY, OR NAVAL)? ANSWER "YES" OR "NO" yes IF SO, FILL IN THE FOLLOWING BLANKS STATING, UNDER "RELATIONSHIP," WHETHER THE CONNECTION IS BY BLOOD OR MARRIAGE. IF ADDITIONAL SPACE IS NECESSARY, ATTACH A SHEET.

NAME	POST-OFFICE ADDRESS (Give street number, if any)	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP	MARRIED OR SINGLE
John McWilliams	1207 S. Pasadena Pasadena, Calif.	Position <u>Enlisting</u> Department or office <u>Army</u>	<u>Brother</u>	<u>Married</u>
		Position Department or office		
		Position Department or office		

29. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF "YES," STATE NAME OF COURT, NATURE OF OFFENSE, YOUR AGE AT THE TIME, AND DISPOSITION OF YOUR CASE.

none

30. HOW MANY WORKING DAYS HAVE YOU LOST IN THE PAST TWO YEARS BECAUSE OF ILLNESS? none DAYS. NATURE OF ILLNESS,

31. ARE YOU A MEMBER OF ANY PARTY OR ORGANIZATION WHICH ADVOCATED THE OVERTHROW OF THE CONSTITUTIONAL FORM OF GOVERNMENT OF THE UNITED STATES? no (Yes or No)

32. MAY WE COMMUNICATE WITH YOUR PRESENT EMPLOYER? not employed (Yes or No)

33. GIVE NAMES AND ADDRESSES OF FIVE PERSONS OTHER THAN RELATIVES WHO HAVE KNOWLEDGE OF YOUR CHARACTER, EXPERIENCE, AND ABILITY:

FULL NAME	FULL ADDRESS	OCCUPATION
1. Mrs. Turner McBaine	2233 Bancroft Pl, W.D.C.	Office of Inter-Am Affairs
2. Mrs. Peter Belin	3132 O St. NW, W.D.C.	House Wife
3. A.W. Forester	575 Fifth Ave, New York	Advertising Executive
4. Mrs. Marjorie Williams	48 N. El Molino, Pasadena, Cal.	Exec. Sec., Red Cross
5. Col. J.G. Boswell	H.W. Hellman Bldg, Los Angeles.	Business Executive

34. IN CASE OF EMERGENCY, NOTIFY—

Name	Street address
Mr. John McWilliams	1207 S. Pasadena Ave.
Relationship	City and State
Father	Pasadena, California
Telephone	
Sycamore 9-1084	

I CERTIFY that the foregoing statements are true and complete to the best of my knowledge and belief. (Any false statement is sufficient cause for rejection of the application or dismissal after appointment.)

(The Coordinator of Information reserves the right to investigate all statements made in this application. Copies of publications or other data may be submitted with this application to support your candidacy.)

(Signature)

Julia C. McWilliams

(Sign one given name, middle initial or initials, if you have any, and your surname)

Julia C. McWilliams



Form C.O.I. 20

Julia C. McWilliams  
2233 Bancroft Pl, N.W.  
Washington, D. C.

1. RE: DETAILS ON UNEMPLOYMENT

Address: 1207 S. Pasadena Avenue  
Pasadena, California  
(Legal Residence)

Reason: Needed at home

2. RE: QUESTION 27, Resignation from employment

Reason: Store in state of upheaval owing to change  
of management.

Disagreement with management



W/ (X)

July 2, 1942

Miss Julia Carolyn McWilliams  
2233 Bancroft Place, N.W.  
Washington D.C.

Dear Miss McWilliams:

Thank you very much for your completed application which was received in this office on June 15, 1942.

A review of your training and experience has been made with regard to the present personnel requirements of the organization. We regret that there is no opening in which we can utilize your qualifications at this time, but we shall hold your application for consideration in the event your services are needed.

Very truly yours,

James B. Opsata  
Director of Personnel

EPR:YM

055 Letterhead



# COORDINATOR OF INFORMATION

## PERSONNEL OFFICE

### NOTES ON INTERVIEW

Name of Applicant	<i>Mrs. Julia M. Williams</i>	Code	A
Address	<i>2032 Pennsylvania Ave. N.W., Washington D.C.</i>	B	C
EMPLOYMENT ELIGIBILITY Indicate Civil Service rule under which applicant can be employed.	<i>No status.</i>		
SIGNIFICANT EXPERIENCES Indicate specific work training of applicant which demonstrate abilities and qualifications desirable for employment with this organization.	<i>Smith graduate - history major secretarial work advertising work Secretarial experience.</i>		
POSITIONS FOR WHICH BEST SUITED Based on discussion of applicant's experience and training, indicate type of work in this organization he is likely to perform most satisfactorily.	<i>secretarial receptionist</i>		
COMMENTS TO APPLICANT Leave what was told applicant of his employment opportunity in this organization and of any further actions to be taken on his application.	<i>Suggested for me to handle</i>		
IDENTIFYING NOTES Indicate any personal comments other than factors of qualifications, to aid you in recalling the applicant or any special circumstances of the interview.	<i>Good impression Pleasant, alert, capable very thin Capable, intelligent</i>		
DATE <i>6/12/42</i>	Interviewer: <i>Paul J. [illegible]</i>		

(subsequent contacts noted on reverse side)



## COORDINATOR OF INFORMATION

(LEAVE BLANK)

Return this form to the  
Coordinator of Informa-  
tion, Personnel Office,  
Washington, D. C.

## APPLICATION AND PERSONAL HISTORY STATEMENT

Type of position desired:

(A) \_\_\_\_\_

(B) \_\_\_\_\_

(C) \_\_\_\_\_

Date:

June 12, 1942

Lowest starting salary you  
will accept:

\$ \_\_\_\_\_ per annum.

1. NAME: ~~Mr.~~ ~~Miss~~ ~~Mrs.~~ **McWILLIAMS, JULIA CAROLYN**  
(Last name) (First name) (Middle name)

2. PRESENT ADDRESS **2233 BANCROFT PLACE, N.W., Washington, D.C.**  
(Number) (Street) (City) (State)

3. HOME TELEPHONE No. **AD 6818** BUSINESS TELEPHONE No. \_\_\_\_\_ EXT. \_\_\_\_\_

4. LEGAL RESIDENCE **1207 S. PASADENA AVE., PASADENA, Los Angeles, Calif.**  
(State) (Congressional district) (County) (City or town)

5. PLACE OF BIRTH **CALIFORNIA, PASADENA** DATE OF BIRTH **AUGUST 15 1912**  
(State or foreign country) (City or town) (Month) (Day) (Year)

6. IF NATURALIZED CITIZEN GIVE CERTIFICATE No. \_\_\_\_\_ DATE \_\_\_\_\_ COURT \_\_\_\_\_

7. PERSONAL DESCRIPTION: (Indicate sex, marital status, and race by check. State height and weight.)

SEX		MARITAL STATUS					RACE (if other, specify)			HEIGHT	WEIGHT
Male	Female	Single	Married	Divorced	Widowed	Separated	White	Colored	Other		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>			6 ft.	155 lb.

8. DESCRIBE ANY PHYSICAL DEFECT OR DISABILITY YOU MAY HAVE **None**

9. PERSONS DEPENDENT UPON YOU FOR SUPPORT: **None**

Totally \_\_\_\_\_ Ages \_\_\_\_\_ Relationship \_\_\_\_\_

Partially \_\_\_\_\_ Ages \_\_\_\_\_ Relationship \_\_\_\_\_

10. LIST ALL FEDERAL CIVIL SERVICE EXAMINATIONS YOU HAVE TAKEN AND PENDING EXAMINATIONS YOU HAVE APPLIED FOR:

TITLE OF EXAMINATION	OPTION	DATE	RATING (%)
<b>JUNIOR TYPIST (Pending)</b>		<b>6/11/42</b>	

11. DO YOU HAVE ELIGIBILITY FOR APPOINTMENT TO THE FEDERAL COMPETITIVE CLASSIFIED SERVICE—

By transfer? \_\_\_\_\_ From the emergency replacement list? \_\_\_\_\_

By reinstatement? \_\_\_\_\_ Other? \_\_\_\_\_

12. MILITARY AND NAVAL RECORDS:

BRANCH OF SERVICE	RANK	ORGANIZATION	DATE ENLISTED	DATE DISCHARGED

13. IF YOU ARE THE WIFE OF A DISABLED VETERAN, OR THE WIDOW OF A PERSON WHO WAS IN THE MILITARY OR NAVAL SERVICE,

GIVE THE FOLLOWING INFORMATION: Wife \_\_\_\_\_; Widow \_\_\_\_\_; Name of Veteran \_\_\_\_\_

Organization \_\_\_\_\_ Last Year of Service \_\_\_\_\_

14. ARE YOU HOLDING ANY POSITION OR OFFICE UNDER THE UNITED STATES OR UNDER ANY STATE, TERRITORY, COUNTY, OR

MUNICIPALITY? **No** If "yes," state the place, position and salary \_\_\_\_\_  
(Yes or no)

15. WILL YOU ACCEPT TEMPORARY EMPLOYMENT? **Yes** 1 month? ☒ 3 months? ☒ 6 months? ☒  
(Yes or no)

16. LOCATIONS IN WHICH EMPLOYMENT IS PREFERRED **WASHINGTON, D.C.**

17. HOW MANY DAYS NOTICE WOULD YOU REQUIRE BEFORE YOU COULD ACCEPT EMPLOYMENT? **Immediate**



18. EXPERIENCE RECORD: In the following spaces, give a complete record of all employment you have had, including Government employment and military service. Begin with your present or last position and work back. Give basis of pay for each job, as: Hour, day, week, month, or year. List duties and functions in such form that your special qualifications are clear. List periods of unemployment at the end, giving dates, address at the time, and reason for being unemployed.

<p>(1)</p> <p>Dates (month, day and year): From <u>10/1/41</u> To <u>6/1/42</u></p> <p>Name of employer <u>AMERICAN Red Cross</u></p> <p>Address <u>PASADENA, CALIFORNIA</u></p> <p>Kind of business or organization <u>BUSINESS Office of Red Cross</u></p> <p>Size of business or organization (i. e., number of persons employed) <u>8 staff employees - numerous volunteers</u></p> <p>Name and title of immediate supervisor <u>Mrs. MARJORIE J. WILLIAMS, Exec. Sec.</u></p>		<p>Exact title of your position <u>In charge of Stenographers</u></p> <p>Salary: \$ <u>none</u> Per _____</p> <p>Duties and responsibilities: <u>General office work - typing, mimeographing. Managing volunteer workers</u></p> <p>Reason for leaving: <u>moved away</u></p>
<p>(2)</p> <p>Dates (month, day and year): From <u>2/23/42</u> To <u>6/1/42</u></p> <p>Name of employer <u>4th Interceptor Command</u></p> <p>Address <u>Los Angeles, Calif.</u></p> <p>Kind of business or organization <u>AIRCRAFT WARNING SERVICE</u></p> <p>Size of business or organization (i. e., number of persons employed) <u>125</u></p> <p>Name and title of immediate supervisor: <u>Mrs. HOPPERSTADT, SUPERVISOR</u></p>		<p>Exact title of your position <u>PHOTTER - FILTERER - TELLER</u></p> <p>Salary: \$ <u>none</u> Per _____</p> <p>Duties and responsibilities: <u>Regular routine duties of that service</u></p> <p>Reason for leaving: _____</p>
<p>(3)</p> <p>Dates (month, day and year): From <u>3/1/41</u> To <u>7/1/41</u></p> <p>Name of employer <u>W. J. Sloane</u></p> <p>Address <u>BEVERLY HILLS, CALIF</u></p> <p>Kind of business or organization <u>FURNITURE STORE</u></p> <p>Size of business or organization (i. e., number of persons employed) <u>300 ?</u></p> <p>Name and title of immediate supervisor: <u>MYLES ANDREWS, STORE MANAGER</u></p>		<p>Exact title of your position <u>Advertising MANAGER</u></p> <p>Salary: \$ <u>200</u> Per <u>MONTH</u></p> <p>Duties and responsibilities: <u>In charge of all advertising - news-paper, direct mail, local magazines, copy, layout, typography, art work etc. Window &amp; store displays.</u></p> <p>Reason for leaving: <u>"Resigned" - see memo. Change of management</u></p>
<p>(4)</p> <p>Dates (month, day and year): From <u>11/1/37</u> To <u>5/1/39</u></p> <p>Name of employer <u>THE COAST Magazine</u></p> <p>Address <u>SAN FRANCISCO, CALIF.</u></p> <p>Kind of business or organization <u>A PUBLICATION (monthly)</u></p> <p>Size of business or organization (i. e., number of persons employed) <u>? - 1 person in So. CALIF.</u></p> <p>Name and title of immediate supervisor: <u>Innes BROMFIELD, Editor</u></p>		<p>Exact title of your position <u>So. CALIF FASHION CORRESPONDANT</u></p> <p>Salary: \$ <u>25</u> Per <u>mo.</u></p> <p>Duties and responsibilities: <u>INTERVIEWING manufacturers and store executives to gather material. Writing a monthly ARTICLE.</u></p> <p>Reason for leaving: <u>MAGAZINE FOLDED</u></p>
<p>(5)</p> <p>Dates (month, day and year): From <u>10/1/35</u> To <u>5/1/37</u></p> <p>Name of employer <u>W. J. Sloane</u></p> <p>Address <u>N. Y. C.</u></p> <p>Kind of business or organization <u>FURNITURE + DECORATION</u></p> <p>Size of business or organization (i. e., number of persons employed) <u>400 OR MORE</u></p> <p>Name and title of immediate supervisor: <u>A. W. FORESTER, ADV. MGR.</u></p>		<p>Exact title of your position <u>Assistant to the Adv. Manager</u></p> <p>Salary: \$ <u>135.</u> Per <u>mo.</u></p> <p>Duties and responsibilities: <u>SECRETARIAL, copy writing, all publicity writing, RESEARCH, planning photographs, direct mail pamphlets, contacting press.</u></p> <p>Reason for leaving: <u>generally everything. address in my family</u></p>



(6) Dates (month, day, year): From _____ To _____	Exact title of your position _____	Salary: \$ _____ Per _____
Name of employer _____	Duties and responsibilities: _____	
Address _____		
Kind of business or organization _____		
Size of business or organization (i. e., number of persons employed) _____		
Name and title of immediate supervisor: _____		
	Reason for leaving: _____	

(If additional space is necessary, use continuation sheet and attach)

19. EDUCATION: Common school POLYTECHNIC School, Pasadena Calif. 9 yes  
 (Name) (Location) (Number years completed) (Were you graduated?)  
 High school K. BRANSON School, Ross, Calif. 3 yes  
 (Name) (Location) (Number years completed) (Were you graduated?)  
 Business school PASADENA Bus. School, Pasadena, Calif. 6 wks no  
 (Name) (Location) (Number years completed) (Were you graduated?)

Give details of your college, undergraduate and graduate, education:

NAME AND LOCATION OF COLLEGE	DATES OF ATTENDANCE (Month and year)		SEMESTER HOURS CREDIT RECEIVED	MAJOR SUBJECT	DEGREE CONFERRED	DATE OF DEGREE
	From—	To—				
<u>SMITH College</u> <u>NORTHAMPTON, MASS.</u>	<u>10/1/31</u>	<u>6/1/34</u>	<u>FULL</u>	<u>HISTORY</u>	<u>BA</u>	<u>6/1/34</u>

20. LIST ALL COLLEGE SUBJECTS IN WHICH YOU HAVE HAD 10 OR MORE SEMESTER HOURS OR 15 OR MORE QUARTER HOURS INDICATING THE CREDITS RECEIVED:

HISTORY - 21 FRENCH - 12 MUSIC - THEORY - 16

21. STATE ANY OTHER EDUCATION YOU HAVE HAD, SUCH AS CORRESPONDENCE COURSES. ALSO LIST COLLEGIATE FELLOWSHIPS, SCHOLARSHIPS, SCHOLASTIC HONORS, AND SIGNIFICANT COLLEGE ACTIVITIES

COLLEGE DRAMATICS,  
MGR. College Community Fund, College Magazine

22. IF YOU ARE A MEMBER OF THE BAR, A C. P. A., OR IF YOU ARE LICENSED TO PRACTICE SOME OTHER PROFESSION, GIVE PROFESSION AND WHEN AND WHERE ADMITTED TO PRACTICE

23. KNOWLEDGE OF FOREIGN LANGUAGES:

	READ			SPEAK			AUDITORY COMPREHENSION			OTHERS	READ			SPEAK			AUDITORY COMPREHENSION		
	E	G	F	E	G	F	E	G	F		E	G	F	E	G	F	E	G	F
French	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Russian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portuguese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E—Excellent. G—Good. F—Fair.

24. KNOWLEDGE OF OFFICE MACHINES:

- (a) What office machines do you operate skillfully? TYPEWRITER, MIMEOGRAPH  
 (b) What office machines do you operate fairly well? \_\_\_\_\_  
 (c) If qualified in stenography or typing, state words per minute: Stenography \_\_\_\_\_ Typing 50 ?



25. IF YOU HAVE ESTABLISHED MILITARY PREFERENCE WITH THE UNITED STATES CIVIL SERVICE COMMISSION, CHECK (✓) THE KIND OF PREFERENCE: 5-POINT \_\_\_\_\_; DISABILITY \_\_\_\_\_; WIFE OF DISABLED VETERAN \_\_\_\_\_; WIDOW OF VETERAN \_\_\_\_\_
26. IF YOU ARE RECEIVING A PENSION OR COMPENSATION FROM THE VETERANS' ADMINISTRATION, STATE PARTICULARS (IF FOR DISABILITY, STATE PERCENTAGE AND NATURE) \_\_\_\_\_
27. HAVE YOU EVER BEEN DISMISSED FOR CAUSE OR FORCED TO RESIGN FROM ANY EMPLOYMENT? Yes IF ANSWER IS "YES" DESCRIBE CIRCUMSTANCES FULLY ON SEPARATE SHEET AND ATTACH TO THIS FORM. (Yes or No)
28. ARE ANY MEMBERS OF YOUR FAMILY OR RELATIVES (EITHER BLOOD OR BY MARRIAGE) IN ANY PART OF THE SERVICE OF THE UNITED STATES (EXECUTIVE, JUDICIAL, LEGISLATIVE, MILITARY, OR NAVAL)? ANSWER "YES" OR "NO" Yes IF SO, FILL IN THE FOLLOWING BLANKS STATING, UNDER "RELATIONSHIP," WHETHER THE CONNECTION IS BY BLOOD OR MARRIAGE. IF ADDITIONAL SPACE IS NECESSARY, ATTACH A SHEET.

NAME	POST-OFFICE ADDRESS (Give street number, if any)	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP	MARRIED OR SINGLE
JOHN McWILLIAMS	1207 S. Pasadena Ave PASADENA CALIFORNIA	Position <u>CAPTAIN</u> Department or office <u>U.S. ARMY</u>	<u>FATHER</u>	<u>MARRIED</u>
		Position _____ Department or office _____		
		Position _____ Department or office _____		

29. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF "YES," STATE NAME OF COURT, NATURE OF OFFENSE, YOUR AGE AT THE TIME, AND DISPOSITION OF YOUR CASE. No

30. HOW MANY WORKING DAYS HAVE YOU LOST IN THE PAST TWO YEARS BECAUSE OF ILLNESS? None DAYS. NATURE OF ILLNESS, \_\_\_\_\_

31. ARE YOU A MEMBER OF ANY PARTY OR ORGANIZATION WHICH ADVOCATED THE OVERTHROW OF THE CONSTITUTIONAL FORM OF GOVERNMENT OF THE UNITED STATES? No (Yes or No)

32. MAY WE COMMUNICATE WITH YOUR PRESENT EMPLOYER? \_\_\_\_\_ (Yes or No)

33. GIVE NAMES AND ADDRESSES OF FIVE PERSONS OTHER THAN RELATIVES WHO HAVE KNOWLEDGE OF YOUR CHARACTER, EXPERIENCE, AND ABILITY:

FULL NAME	FULL ADDRESS	OCCUPATION
1. MRS. PETER BELIN	3132 O Street NW, W.D.C.	Housewife
2. Mrs. TURNER McBAINE	2233 BANCROFT PL, W.D.C.	"
3. A.W. FORESTER	575-5th Ave. - New York	Advertising Director
4. Mrs. MAJORIE WILLIAMS	48 N. EL MOLINO, PASADENA, CALIF.	Am. Red. Cross Exec. Secy.
5. COL. J. G. BOSWELL	HELLMAN Bldg. Los Angeles	BUSINESS MAN

34. IN CASE OF EMERGENCY, NOTIFY—

Name <u>John McWILLIAMS</u>	Street address <u>1207 S. Pasadena Ave.</u>
Relationship <u>FATHER</u>	City and State <u>PASADENA, CALIF.</u>
Telephone <u>8Y9-1084</u>	

I CERTIFY that the foregoing statements are true and complete to the best of my knowledge and belief. (Any false statement is sufficient cause for rejection of the application or dismissal after appointment.)

(The Coordinator of Information reserves the right to investigate all statements made in this application. Copies of publications or other data may be submitted with this application to support your candidacy.)

(Signature) Julia C. McWilliams  
(Sign one given name, middle initial or initials, if you have any, and your surname)



JULIA C. McWILLIAMS  
2233 BANCROFT PL.  
WASHINGTON

FORM C.O.I. 20

ADDENDA - QUESTION 27.

RE: FORCED RESIGNATION.

PLACE: W & J Sloane, BEVERLY  
HILLS, CALIF.

POSITION: Advertising Manager

REMARKS: I would say the  
underlying cause was that they needed  
some one with more experience  
for the job. I had about two year's  
training as an executive assistant.  
Then, the whole management of



the store was changed, and many people went out with the "new deal". I made a tactical error and was out.

However, I learned a lot about store & business politics, a great deal about advertising, and wish I had been older and more experienced so that I could have handled the situation as it was a most interesting position.



COPY

15 May 1945

To: Director, Office of Strategic Services, Washington, D. C.  
(Attn: Mr. Bernard U. deHosson, Finance Branch)

1. This is to notify you that May A. Lundgren and Margaret W. Pressly departed from Kandy, Ceylon by way of Colombo and various points in India to the United States by air travel on 7 and 9 respectively. They would accordingly be entitled to living and quarters allowance at the rate of \$1053.00 P/A less 40%, occasioned by the fact that quarters were furnished from 1 through 6 and 1 through 8 May 1945 in the order listed. Both individuals were last paid for the period April 1-30 on 30 April 45 by Richard D. Gatewood, American Consul, Colombo, Ceylon.

2. The Monthly Absence Reports showing leave taken by each individual for the month of April has been forwarded to Washington this date, which makes it unnecessary to list the amount of leave taken during the month of April. It will be appreciated if you will issue the necessary travel orders and personnel actions for each of the above individuals.

3. In connection with cable No. 2208 dated 9 May, it is suggested that the travel order issued for the purpose of returning Mrs. Pressly, and possibly the order Miss Lundgren be prepared and charged to Limitation .002, inasmuch as it is understood that they will not remain with the organization. It is desired that Mrs. Pressly be granted accumulated leave and/or LWOP (subject to the provisions of the Lump Sum Leave Act) pending separation, rather than being reassigned to the Finance Branch.

4. You are advised that the Strategic Services Officer in IBT has concurred in the transfer of Miss Julia McWilliams to China as Chief of Registry (see Special Order No. 46, this theater, dated 8 May 1945). Miss McWilliams was last paid through Kandy, Ceylon on DO Vo. #81 for the period 1 through 30 April plus applicable L & Q (\$1053.00 P/A less 40% because quarters were furnished) for the period 1 March through 30 April. The account was paid by Richard D. Gatewood, American Consul, Colombo, Ceylon on 30 April 1945. It is my belief that the individual should receive per diem in accordance with the provision of Travel Order #1888-45 (as amended) for the month of May and the travel order (without amendment for May) will be forwarded to Mr. Butler with a copy of this letter and a facsimile of Agency Form 1058. No living and Quarters allowance in addition to per diem appears proper for any portion of May.

5. In view of the time that has elapsed since Miss McWilliams departed to China for temporary duty, she should be transferred effective 1 June 45 unless Mr. Butler has forwarded a communication requesting her transfer on a different date. In any event a copy of the action reflecting the transfer should be furnished this Headquarters. Miss McWilliams has taken no leave while located in Kandy since her transfer from Special Funds roll, however the records reflect that she took 2 days of A/L during the month of February 1945 while she was accounted for by Special Funds Personnel.



6. Mr. Robert L. Williams, who departed from London, England on 25 April, arrived at this headquarters for permanent duty in the R & A Branch on 6 May and his transfer to Kandy, Ceylon should be effective 1 July 1945. It is expected that the necessary travel order has been processed in the Washington office and that the order together with financial arrangements for the individual will be forwarded to my attention before this letter arrives.

For the STRATEGIC SERVICES OFFICER:

D. N. Ogan  
Budget & Fiscal Officer

APPROVED BY

K. E. Woodring  
Lieut., USNR

CC: Mrs. Miller  
Travel  
Pay Roll



TO: Chief, Civilian Personnel Branch  
FROM: Julia C. McWilliams

In connection with my overseas assignment and to enable you to establish the proper living and quarters allowance in accordance with the provisions of Bureau of Budget Circular No. A-8, you are advised that as of the above date members of my household who are dependent upon me for support are:

NAME	AGE	RELATIONSHIP
------	-----	--------------

*None*

(if "none", write "none" immediately above)

It is my understanding that "Dependents" include any of the following who are members of my household and are dependent upon me for support: A lawful spouse; children, stepchildren, and adopted children, if unmarried, under 21 years of age, (or if physically or mentally incapable of self-support regardless of age); and my parents.

If my dependents as defined above increase or decrease to the extent that the living and quarters allowance would be affected during my stay overseas I shall notify you of the change through the Finance Official at this station.

*Julia C. McWilliams*  
(Complete Signature)



OFFICE OF STRATEGIC SERVICES  
WASHINGTON, D. C.

*Her file in  
if her folder  
return*

Name: **McWilliams, Julia**Date: **January 28, 1944**

This is to notify you that the Office of Strategic Services has taken the following action concerning your employment.

Nature of action; **Termination \***Effective date: **January 28, 1944** **cob**

	FROM—	TO—
Position.....	<b>Sr. Clerk</b>	
Grade and salary..	<b>CAF-5, \$2000 per annum Bu#1778 CSC#90</b>	
Branch.....	<b>Emergency Rescue Equipment Information Exchange</b>	
Division.....		
Section.....		
Headquarters.....	<b>Washington, D. C.</b>	
Departmental or field.....	<b>Departmental</b>	

Remarks: **\* To Accept an Excepted Appointment.**

This action is subject to the provisions of paragraphs checked below:

- ☒ Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly 5% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.
- ☒ This appointment is for such time as your services may be required and funds are available for the work of the Office of Strategic Services.

*William L. Mutcherson Jr.*  
Director of Personnel.

NOTIFICATION TO EMPLOYEE

C. S. C. Report No.

Dept.

Civil Service or other legal  
authority

Appropriation

**1141300  
1501-44**

Date of birth

**8/15/1912**

Legal residence

**California**

Sex

**Female**

NATURE OF POSITION

New

Additional  
identical

Vice

Vice vacancy

Reference  
(Name, number, and date,  
etc.)

Subject to Retirement  
Act?

**Yes****EDM:asg**



OFFICE OF STRATEGIC SERVICES  
SERVICE RECORD INFORMATION

Name Julia C. McWilliams Legal Residence Pasadena, California  
Address Brighton Hotel - Washington, D.C. Home Phone No. NO 4430  
Date of Birth 8/15/1912 Position with OSS JR Research Asst Grade CAF3 Salary 1620

Record of your past service for the U. S. Government other than military or naval:

[illegible]

To what Branch, Division & Section of the OSS are you appointed: Director's office

Director's immediate office

Color of eyes blue  
Color of hair brown  
Complexion Fair  
Height 6 ft 1 in  
Weight 155

In case of emergency, notify:

Mrs. Turner McBaine

2233 Bancroft PL NW. - Washington D.C.

AD 6818



16 May 1945

VIA AIR MAIL

Col Richard P. Heppner  
Branch Headquarters  
Det. 202  
APO 879

Attn: Miss Julia McWilliams

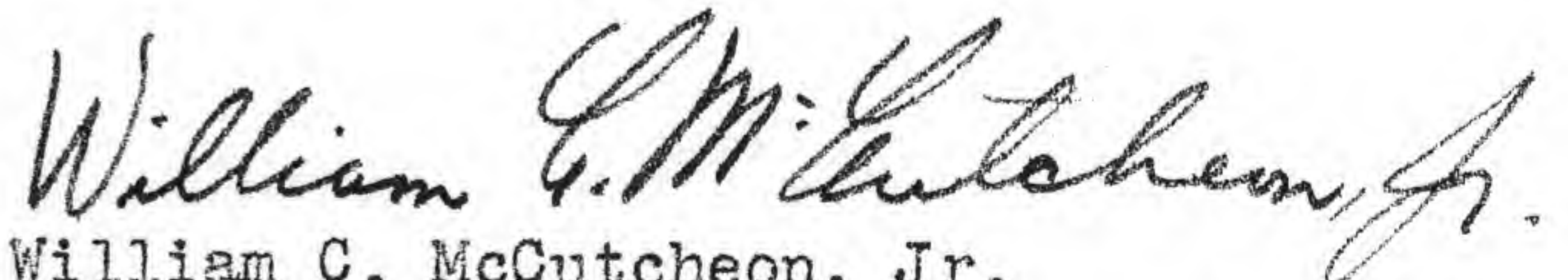
Dear Miss McWilliams:

This is to advise you that the Director of Strategic Services has approved the change of your official station from Kandy, Ceylon to Chungking, China effective 1 June 1945.

The reimbursement of your expenses in connection with the travel in accordance with existing orders and regulations is hereby authorized. The cost of transfer of your household effects is also authorized in accordance with existing regulations.

This transfer is not for your convenience, but is for the best interests of the Government.

Very truly yours,

  
William C. McCutcheon, Jr.  
Chief, Civilian Personnel Branch



January 10, 1945

Lt. Col. W. Lane Rehm

Civilian Personnel

Miss Julia McWilliams

The Personnel Branch is changing the appointment of Miss Julia McWilliams from an Excepted Appointment, Special Funds Payroll, to an Indefinite Appointment, Regular Payroll, effective March 1, 1945.

We will obtain the leave balances from the Kandy, Ceylon Office.

---

John L. Cronkrite, Assistant  
Chief, Civilian Personnel



Residence: Brighton Hotel, 2123 California St, N.W.  
Telephone: North 4430

Business Telephone: Republic 7500, Ext. 75079

Age 30, Height 6 ft, Weight, 155 lb, Health, Excellent.  
Marital Status, Single. Citizen, U.S. Birth Place, Pasadena, California.

Education: Graduated, Smith College, Northampton, Mass, 1934. BA.  
Major Subject, History.

Foreign Languages: Good reading knowlege, French. Fairly good  
Speaking & Understanding, French. Smattering, Italian.

BUSINESS EXPERIENCE:

1. 10/1/35 to 5/1/37  
W. & J. Sloane, 575 Fifth Avenue, New York City  
Immediate Supervisor, Arthur W. Forester, Advertising Manager.  
My Position: Assistant to Advertising Manager  
Duties: General Secretary & Assistant. Copywriting, publicity,  
direct mail pamphlets. Making contacts with newspaper  
& Magazine personnel for publicity. Supervising photo-  
graphic setting. Research on manufacturing methods. Doing  
anything at all...some duties with supervision, the majority  
on my own initiative.  
Salary: Started at \$20. per week. Finished at \$35.  
Reason for leaving: Illness in family at home, had to return.
2. 11/1/37 to 6/1/39  
The Coast Magazine (monthly), Offices in San Francisco, Calif.  
Position: Southern California Fashion Editor  
Duties: Started with first issue of magazine. Made all  
original contacts with wholesalers & retailers & designers.  
Made up my own ideas about fashion trends. Arranged & supervised  
photographs. Wrote monthly columns.  
Salary: \$25. per column  
Reason for leaving: Magazine bankrupt.
3. W. & J. Sloane, Beverly Hills, California  
Position, Advertising Manager  
Duties: Personally planning & preparing all store adver-  
tising. As there were no precedents to speak of when I  
took over, I had to start in practically from scratch.  
Hiring good newspaper artist, typographers, printers.  
Planning budgets. Doing all layouts, copy, furnishing  
ideas. Supervising & planning window & floor displays.  
Salary: \$200. per month  
Reason for leaving: Change in store management. (Think it was  
partly store politics. I was put in over the heads of several  
who wanted the job, and I was put in by the New York Office.  
Basic disagreements with new manager about method & approach.  
Think also they needed a more mature person for the job.)



Recent Volunteer Work

1. 10/1/41 to 6/1/42

Pasadena Chapter, American Red Cross, Executive Offices  
48 N. El Molino Ave, Pasadena, Calif.

Position: In charge, stenographic services

Immediate Supervisory, Mrs. Marjorie J. Williams, Exec. Sec'y

Duties: Creating & Supervising the stenographic pool.

Securing the services of trained volunteer typists & stenographers. Instructing them, trying every kind of bait to keep them faithful. Being a major part of the pool myself... typing, mimeographing. In general, doing anything that was to be done.

Hours spent: about 400-500.

2. 3/6/42 to 6/1/42

Aircraft Warning Service

~~Sit/ty/ty/ Est/ty/ty/ Int/ty/ty/ Co/ty/ty/~~ Interceptor Command,  
Los Angeles, Calif.

Duties: Regular routine of the service.

Hours Spent: four 6-hour shifts weekly.

Present Employment:

8/22/42 to,

Position: Senior typist in charge of Executive Index File,  
Research Unit, Reference & Research Section, Service Division,  
Bureau of Public Inquiries, Domestic Branch, Office of  
War Information, Office of Emergency Management, U. S.  
Information Center, 14th & Pennsylvania Ave.

Duties: Verifying names & complete breakdown of titles of  
government executives and other persons of importance, typing  
them on small index cards, copying cards several times.

Am supposed to get a promotion to typing bigger cards, but  
nothing has happened.

Salary: \$1440. per year.

Knowledge of Business Machines:

Typewriter: about 50 words per minute.

Mimeograph

Civil Service Record

Passed, Senior Typist Examination, June 1942

Have taken but not heard results from, Junior Professional  
Assistant Examination, September 10, 1942.



OFFICE OF STRATEGIC SERVICES

*Fingerprint and Photograph Record*

*McWilliams, Julia C.*

Fingerprint Taken 11/18/42  
(Date)

Photograph Taken \_\_\_\_\_  
(Date)

*May Borden*  
(Taken by)



REPORT OF  
EFFICIENCY RATING

REGULAR ( ) ; INTERIM ( )  
PROBATIONARY—1ST ( ) 2D ( )

Classification Symbols		
CAF	54	18
(Service)	(Grade)	(Class)

As of 3/31/43 based on performance during period from 11/18/42 to 3/31/43  
McWilliams, Julia C. Jr. Res. Asst. Office of Strategic Service  
(Name of employee) (Title of position) (Bureau)  
Director's Office  
(Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> if adequate <input type="checkbox"/> if weak <input type="checkbox"/> if outstanding	<div><div>(1) Maintenance of equipment, tools, instruments.</div><div>(2) Mechanical skill.</div><div><input checked="" type="checkbox"/> (3) Skill in the application of techniques and procedures.</div><div><input checked="" type="checkbox"/> (4) <u>Presentability of work (appropriateness of arrangement and appearance of work).</u></div><div>(5) Attention to broad phases of assignments.</div><div><input checked="" type="checkbox"/> (6) <u>Attention to pertinent detail.</u></div><div><input checked="" type="checkbox"/> (7) <u>Accuracy of operations.</u></div><div><input checked="" type="checkbox"/> (8) <u>Accuracy of final results.</u></div><div>(9) Accuracy of judgments or decisions.</div><div><input checked="" type="checkbox"/> (10) <u>Effectiveness in presenting ideas or facts.</u></div><div><input checked="" type="checkbox"/> (11) <u>Industry.</u></div><div><input checked="" type="checkbox"/> (12) <u>Rate of progress on or completion of assignments.</u></div><div><input checked="" type="checkbox"/> (13) <u>Amount of acceptable work produced. (Is mark based on production records? <u>NO</u>)</u> (Yes or no)</div><div><input checked="" type="checkbox"/> (14) <u>Ability to organize his work.</u></div><div><input checked="" type="checkbox"/> (15) <u>Effectiveness in meeting and dealing with others.</u></div><div><input checked="" type="checkbox"/> (16) <u>Cooperativeness.</u></div><div><input checked="" type="checkbox"/> (17) <u>Initiative.</u></div><div><input checked="" type="checkbox"/> (18) <u>Resourcefulness.</u></div><div><input checked="" type="checkbox"/> (19) <u>Dependability.</u></div><div>(20) Physical fitness for the work.</div></div> <div><div>(21) Effectiveness in planning broad programs.</div><div>(22) Effectiveness in adapting the work program to broader or related programs.</div><div>(23) Effectiveness in devising procedures.</div><div>(24) Effectiveness in laying out work and establishing standards of performance for subordinates.</div><div>(25) Effectiveness in directing, reviewing, and checking the work of subordinates.</div><div>(26) Effectiveness in instructing, training, and developing subordinates in the work.</div><div>(27) Effectiveness in promoting high working morale.</div><div>(28) Effectiveness in determining space, personnel, and equipment needs.</div><div>(29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</div><div>(30) Ability to make decisions.</div><div>(31) Effectiveness in delegating clearly defined authority to act.</div></div>	
STATE ANY OTHER ELEMENTS CONSIDERED		
<div>(A) _____</div> <div>(B) _____</div> <div>(C) _____</div>		

STANDARD	Adjective rating	Numerical rating	Adjective rating	Numerical rating
Deviations must be explained on reverse side of this form				
All underlined elements marked plus, and no element marked minus	Excellent <input checked="" type="checkbox"/>	1	Rating official <u>Excell</u>	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3	Rating official <u>Very good</u>	2
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or— a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements	Good	4, 5, or 6	Reviewing official _____	_____
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8		
A majority of underlined elements marked minus	Unsatisfactory	9		

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)  
(Yes or no)

Rated by [Signature] Director April 24, 1943  
(Signature of rating official) (Title) (Date)

Reviewed by \_\_\_\_\_  
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee \_\_\_\_\_ Report to employee \_\_\_\_\_  
(Date) (Adjective rating) (Numerical rating)



This form must be executed by the appointee before he enters on duty. The Department Officer before whom the certificate is made must sign the statement on the reverse of this sheet.

Appointing officer:

Please check below respecting this appointment.

----- Permanent

----- Reinstatement

UNITED STATES CIVIL SERVICE COMMISSION

Office of Strategic Services  
(Branch of service or department)

Washington  
(Name of city)

D. C.  
(State)

DECLARATION OF APPOINTEE

ATTENTION IS DIRECTED TO THE PROVISIONS OF LAW AS QUOTED ON ATTACHED FORM. False personation in an examination is a criminal offense, and will be prosecuted accordingly. Appointee will retain attached form.  
(Every question must be answered)

1. Name Julia C. McWilliams  
(Furnish one given name, initial or initials, if any, and surname)
2. (a) Place of birth Pasadena, Calif. (b) Date of birth 8/15/1912  
(Month, day, and year)
- (c) Are you a citizen of the United States? Yes  
(Yes or no)
3. If foreign-born, give the information requested below:
- (a) Date of arrival in the United States (b) Port of entry (c) Name of ship
- (d) If naturalized: (1) Under what name naturalized? (2) When?
- (3) Where naturalized (name and location of court)?
- (4) Certificate of citizenship number
- (e) If naturalized through parent: (1) Under what name was parent naturalized?
- (2) When was parent naturalized?
- (3) Where was parent naturalized (name and location of court)?
- (4) Parent's certificate of citizenship number
- (f) If naturalized through marriage: (1) Under what name was husband naturalized?
- (2) When was husband naturalized?
- (3) Where was husband naturalized (name and location of court)?
- (4) Husband's certificate of citizenship number
4. (a) Name of father John McWilliams
- (b) Address (if living) 1207 S. Pasadena Ave - Pasadena, Calif.
- (c) Place and date of birth Odehl, Illinois - 1880 ?
5. (a) Maiden name of mother Carolyn Weston
- (b) Address (if living) deceased
- (c) Place and date of birth Dalton, Mass. 1878 ?
6. From what examination are you being appointed? \_\_\_\_\_ (Title)
7. To what position are you being appointed? JR. Research Asst.
8. Are any members of your family or relatives (either blood or by marriage) in any part of the service of the United States (executive, judicial, legislative, military, or naval)? Answer "Yes" or "No" Yes If so, fill in the following blanks stating, under "Relationship," whether the connection is by blood or marriage. (See sec. I of attached form.) If additional space is necessary, attach a sheet.

Name	Post-office address (Give street number, if any)	Position and department or office in which employed	Relationship	Married or single
<u>John</u> <u>McWilliams III</u>	<u>1207 S. Pasadena Ave</u> <u>Pasadena, Calif.</u>	Position <u>Private</u> Department or office <u>U.S. Army</u>	<u>Brother</u>	<u>Married</u>
		Position _____ Department or office _____		
		Position _____ Department or office _____		

9. Were any of the above-named persons appointed to the Government service after you made your application for this position? No If so, give the name of each such person and state whether he is living in the same house with you
10. What is your present address (give street and number, city, and State)? Brighton Hotel, 2123 California  
St. N.W. - Washington D.C. How long have you resided at this address? 2 months



11. (a) Are you holding any position or office under the United States or under any State, Territory, county, or municipality? NO  
(Yes or no)
- (b) If so, state the place, position, and salary \_\_\_\_\_
- (c) Are you willing to resign such position or office, upon appointment in the Federal Government, if it becomes necessary to do so in order to hold the Federal position? \_\_\_\_\_  
(Yes or no)
12. (a) Have you served in any branch of the military or naval service of the United States at any time? NO  
(Yes or no)
- If so, state service \_\_\_\_\_
- (b) If discharged, state under what conditions \_\_\_\_\_  
(Honorable, dishonorable, inaptitude, etc.)
13. Have you been retired from (a) U. S. Government service? NO (b) District of Columbia government? NO
- (c) U. S. military or naval service? \_\_\_\_\_ If so, state whether for age, length of service, or disability \_\_\_\_\_  
Amount of retirement pay \_\_\_\_\_ Rank when retired from military or naval service \_\_\_\_\_
14. Have you been discharged for cause or have you resigned any position under compulsion since filing your application for this position? NO If so, attach a sheet giving the date, place, employer's name and address, and the reason for the discharge or forced resignation in each case.
15. Have you ever been arrested or fined, or convicted of any offense? YES *Minor Traffic offenses only.* If so, attach a sheet and give full details showing dates, places, and nature of offenses, and the manner in which all charges have been disposed of that are not still pending. (Your answer should include all felonies and all misdemeanors.)
16. Have you ever been barred from a U. S. civil-service examination? NO If so, when and for what reason? \_\_\_\_\_  
(Yes or no)
17. Have you paid or offered or promised to pay any money or any other thing of value to any person, firm, or corporation for the use of influence to procure your appointment? NO  
(Yes or no)
18. Are you a member of any Communist or German Bund organization or any political party or organization which advocates the overthrow of our constitutional form of government in the United States or do you have membership in or any affiliation with any group, association or organization which advocates, or lends support to any organization or movement advocating the overthrow of our constitutional form of government in the United States? NO If so, name the organization and give complete details on sheet to be attached hereto.  
(Yes or no)
19. Will you inform yourself of and observe the provisions of the civil-service law and rules and Executive orders concerning political activity, political coercion, political assessments, use of influence to secure promotion, etc., as quoted on the attached form? YES

I hereby certify that the answers to the foregoing questions are true in every particular.

Date

11/18/42

Julia C. McWilliams  
(Signature of appointee—Must correspond exactly with name given in answer to question 1)

APPOINTING OFFICER BEFORE WHOM THE FOREGOING CERTIFICATE IS MADE:

Before appointment is further considered this form must be submitted to the appropriate civil-service office for approval if—

- (1) *Citizenship.*—Answer to question 2 (a) hereon shows foreign birth, while answer to similar question in the application shows birth in the United States.
- (2) *Age.*—Discrepancy exists between the answer given to question 2 (b) hereon and that given to the corresponding question in the application, and if questioning of the applicant (in the manner described in Departmental Circular No. 195) either substantiates doubt as to eligibility or indicates willful misrepresentation. (This instruction applies only in probationary appointments.)
- (3) *Members of family.*—Answer to question 8 hereon includes the names of two or more persons at the same address as the appointee.
- (4) The appointee holds any State, Territorial, county, or municipal office or position, whether by election or appointment, in possible contravention of the Executive orders of January 17 and 28, 1873, and does not agree to resign such position or office if necessary. (See Civil Service Commission Form 1236 quoting these orders and listing exceptions thereto.) (See applicant's answer to questions 11 (a), (b), and (c).)

If the appointee's answer to question 18 is "Yes," he cannot be given appointment.

Please fill in and sign the following in connection with probationary appointment:

Have you, for purposes of identification and to prevent impersonation—

- (1) Questioned the appointee on his personal history for agreement with his application statements? \_\_\_\_\_
- (2) Checked the appointee's personal and physical appearance for agreement with his medical certificate and descriptions given in preliminary and declaration sheet? \_\_\_\_\_
- (3) Checked the appointee's signature and handwriting in this form with that in the examination papers and application? \_\_\_\_\_

The above certificate was executed before me, in his own handwriting, by the identical person who has reported for assignment to duty. The appointee has been identified satisfactorily by the method described in Departmental Circular No. 195.

This is to be signed by an officer of the department or bureau to which the appointee belongs, not by a notary public, and does not need to be sworn to.

\_\_\_\_\_  
(Officer's signature)

\_\_\_\_\_  
(Official title)

This form, when completed, should be forwarded promptly to the Commission by the department concerned. In connection with appointment outside Washington, however, the field officer should forward it to his department for transmittal to the Commission.



10

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: Lt. K. E. Woodring

DATE: Jan. 28, 1944

FROM: H. S. Krider *HSK*

SUBJECT: Leave Record of Miss Julia McWilliams

The Personnel Branch is changing the appointment of Miss Julia McWilliams from regular payroll to Special Funds payroll, effective January 29, 1944.

It is therefore necessary that this office be furnished with the following information:

Annual Leave as of Jan. 28, 1944: *Short*  
*ADVANCE*  
4 3 00 \*\*  
Days Hrs. Min.

\*\* Unliquidated Advanced Annual Leave

Sick Leave as of Jan. 28, 1944: 8 0 00  
Days Hrs. Min.

Please return this to Office of the Chief, Room 104 Coliseum.

~~SECRET~~

*Leave Record  
forwarded  
2-8-44*



4 October 1945

Deputy Strategic Services Officer  
OSS Detachment 203  
APO 879

Attn: Miss Julia McWilliams

Dear Miss McWilliams:

Pursuant to authority vested in me, the transfer of your official station from Chungking, China to Washington, D.C. is hereby ordered and approved.

This change of official station is to be effective upon arrival and is to be effected as soon as practicable. The transfer is not for your convenience, but is for the best interests of the Government. The reimbursement of travel expenses and per diem in lieu of subsistence shall be in accordance with the provisions of the travel order issued hereunder. The reimbursement of the cost of transfer of your household effects is also authorized in connection with existing regulations.



John Magruder  
Brig. General, USA  
Director

~~CONFIDENTIAL~~



4 October 1945

Deputy Strategic Services Officer  
OSS Detachment 203  
APO 879

Attn: Miss Julia McWilliams

Dear Miss McWilliams:

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---

John Magruder  
Brig. General, USA  
Director

JBO:lls



This has been OK'd by Lt. Woodring,  
but I would like it put in my Personnel  
jacket in case the gov't ever decides  
to reimburse me.

J. McWilliams

JMcW.

OK  
Put in file  
gk.

To: Mr. Krider

I would appreciate  
your backing in  
straightening this  
matter out.

N.J.C.

From the desk of  
Harold J. Coolidge, Jr.



18 December 1943

MEMORANDUM

TO: Chief, Services

FROM: Executive Officer, ERE Section

SUBJECT: Julia C. McWilliams, Request for Advanced Annual Leave

1. Miss Julia McWilliams has applied for Annual Vacation Leave commencing 21 December and ending 8 January, 1944. A memo requesting approval accompanied her Leave Card, addressed to the Chief, Civilian Personnel, dated 15 November. On 17 December, she was informed that part of her leave would have to be taken either LWOP or Advanced Annual Leave.

2. Miss McWilliams has been employed by the Civil Service since 18 August, 1942, transferring to the OSS on 18 November 1942. During this 16 month period of government service, she has taken a total of 6 days Annual Leave, and no Sick Leave. When she transferred to the ERE Section from the Director's Office on 1 June 1943 she had accumulated 12 days of Annual Leave, or some \$75.00. As the ERE Section had no appropriation, she came in on a Temporary Basis, forfeiting her accumulated leave, although there was no break in service. She was returned to an Indefinite Appointment 17 August.

3. As her home is in California, requiring 6 days' travelling time, she has asked for 16 days of leave. She has not been home since her arrival in Washington, as does not expect to return for the duration. It is requested that she be approved for 7 days advanced Annual Leave from 1 January to 8 January 1944.

4. It is felt that this request is well-justified in that she lost 12 days of Annual Leave through no fault of her own, in the technicalities of transferring from one department of OSS to another.

*H. J. Coolidge, Jr.*

HAROLD J. COOLIDGE, Jr.  
Captain, AUS



COMMISSIONERS  
HARRY B. MITCHELL, PRESIDENT  
LUCILLE FOSTER McMILLIN  
ARTHUR S. FLEMMING  
LAWSON A. MOYER,  
EXECUTIVE DIRECTOR AND CHIEF EXAMINER

UNITED STATES CIVIL SERVICE COMMISSION  
WASHINGTON, D. C.

ADDRESS ONLY  
"CIVIL SERVICE COMMISSION"  
IN YOUR REPLY REFER TO  
FILE **IC:MMcC**  
AND DATE OF THIS LETTER

June 30, 1943

Mr. L. G. DuRant  
Assistant Director of Personnel  
Office of Strategic Services  
Washington, D.C.

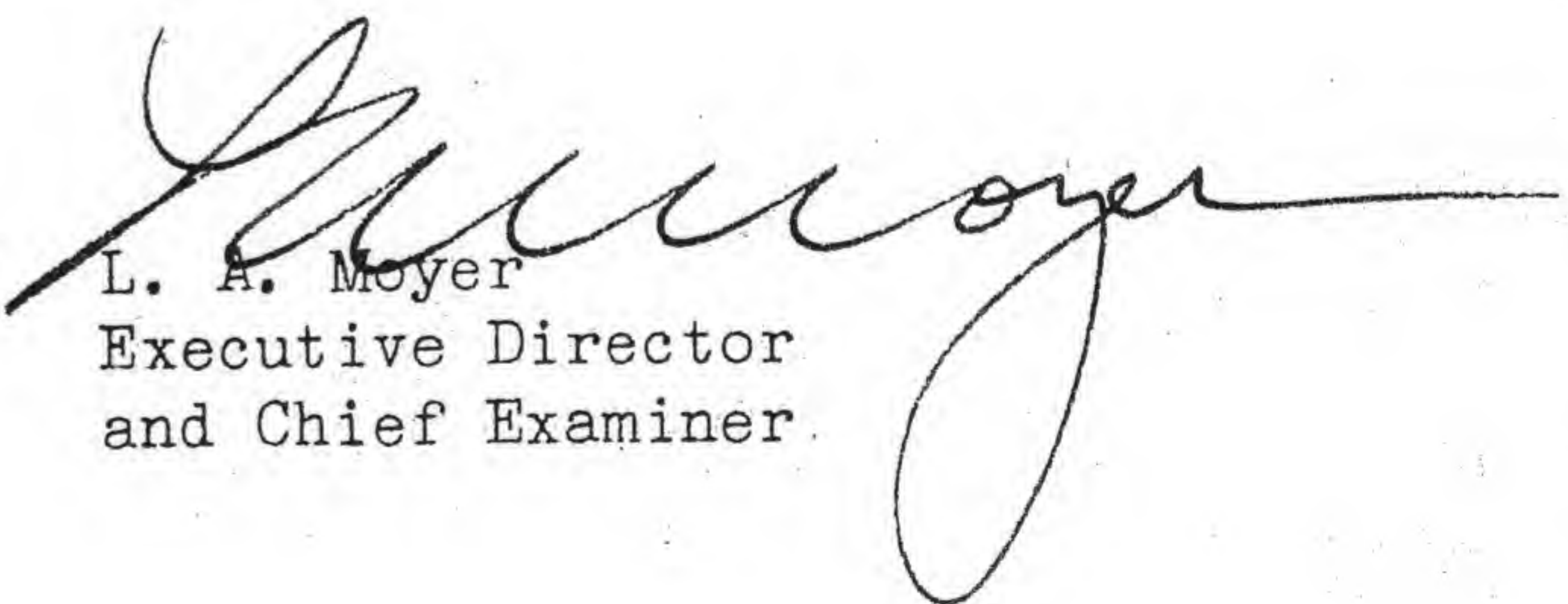
Dear Mr. DuRant:

As a result of investigation the following person has  
been rated eligible on suitability, subject to satisfactory  
fingerprint clearance.

<u>Name and Address</u>	<u>Position</u>
Miss Julia Carolyn McWilliams Brighton Hotel 2123 California Street, NW Washington, D.C.	Junior Research Assistant Transfer under Regulation IX Section 2, Subsection b

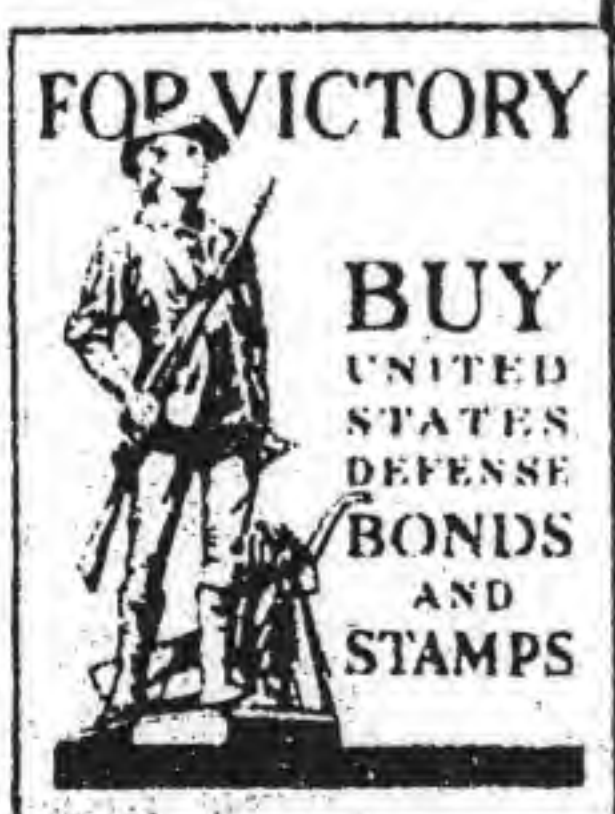
By direction of the Commission:

Very respectfully,

  
L. A. Moyer  
Executive Director  
and Chief Examiner

Form 4095  
February 1943

cc: Miss Julia Carolyn McWilliams





OFFICE OF STRATEGIC SERVICES ✓  
~~COORDINATOR OF INFORMATION~~

~~XXXXXXXXXXXX~~  
WASHINGTON, D. C. ✓

Personnel Section  
Office for Emergency Management  
Office of War Information  
Washington, D. C.

November 19, 1942

Dear Sir:

To properly administer the provisions of the Act of Congress, Public 200 -77th Congress, amending the Classification Act of 1923 providing within-grade promotions for certain civil service employees, it is requested that this office be furnished the information indicated below on the employee named who claims previous service in your office.

Miss Julia C. McWilliams entered on duty at the Office of Strategic Services on November 18, 1942.

*James B. Oprea* ✓  
Chief, Division of Organization  
and Personnel Management ✓

Name of Employee: Miss Julia C. McWilliams

Latest Efficiency Record (both numerical and adjectival):

None while here.

Leave or Furlough without pay:

None

Service Record (Appointment, promotions and separation):

War Service, Regulation V appointment as Sr. Typist August 29, 1942  
Separated by transfer effective November 17, 1942.

If employee entered your service by transfer, give name of previous employing agency:

*Ruby D. Holland*  
Appointment Officer, OWI

(Return original and retain copy for your files)



October 15, 1942

Miss Julia C. McWilliams  
Brighton Hotel  
2123 California Street, N. W.  
Washington, D. C.

Dear Miss McWilliams:

In connection with your proposed appointment, we are enclosing various forms which must be completed and returned to this office without delay.

Every person entering on duty with this agency is investigated in regard to suitability of character by the Civil Service Commission. Form 3721 is the basis of the Civil Service Commission investigation and must be completed in detail. Every question must be answered. Failure to execute this form properly results in delay and may affect your appointment. Question number ten, employment, should be continuous from question number nine, education. There should be no omission of time or the form will be returned for completion.

Form 57, which is enclosed, must also be filled out, notarized and returned to this office.

Very truly yours,

James B. Opsata  
Director of Personnel

Enclosures (2)

veh:lmk



October 26, 1942

Mr. William H. McMillen  
Associate Chief, Investigations Division  
U. S. Civil Service Commission  
Washington, D. C.

Dear Sir:

This is to request a character investigation  
of the following-named appointee:

Miss Julia C. McWilliams, Brighton  
Hotel, 2123 California Street, N. W.,  
Washington, D. C. Junior Research Assistant,  
CAF-3, \$1620 per annum in the Washington  
office. Appointment by transfer from Office  
of War Information under Regulation IX,  
effective when approved by the Civil Service.

The appointee has completed form 3721 which  
is enclosed for your use in connection with the  
investigation.

Very truly yours,

James B. Opsata  
Director of Personnel

Enclosure

(3357)

CC: Investigations Division, 4th District  
veh:lmk



70 & 7-6/5  
OFFICE OF STRATEGIC SERVICES

RECEIVED

JUN 9 1943

PERSONNEL OFFICE

Director's Office

Branch

PERSONNEL ACTION REQUEST

FOR USE OF EXECUTIVE BRANCH ONLY

APPROVED BY

Initials

Date

BUDGET OFFICE

JUN 9 1943

APPROPRIATION:

CLASSIFICATION

NEW ☐

VICE ☐

IA ☐

REFERENCE:

EMPLOYMENT

AUTHORITY:

DIRECTOR

NATURE OF ACTION: Resignation, Voluntary

NAME: Julia C. McWilliams

EFFECTIVE DATE: May 31, 1943, close of business

O.K.

	FROM	TO
TITLE OF POSITION .....	Clerk	
GRADE & SALARY .....	Bu#826(a) CSC#271 CAF-4 \$1800 per annum	
BRANCH .....	Director's Office	
DIVISION .....		
SECTION .....		
OFFICIAL STATION .....	Washington, D. C.	
HEADQUARTERS .....	" "	
DEPARTMENTAL OR FIELD .	Departmental	

REMARKS OR PROPOSED DUTIES: Reason: To accept a Temporary Possition.

Approp. 112/300006(30)  
Allot. Acct. ... 101-73

9080

Not Necessary  
Per CSC  
Edm

RECOMMENDED BY:

Director

DATE: June 5, 1943



OFFICE OF STRATEGIC SERVICES  
TENDER OF SEPARATION\*

JUN 5 1943  
PERSONNEL OFFICE

To Mr. L. Greer Durant  
(Chief, Civilian Personnel Division)

	Month	Day	Year
Date Executed	66	1	43
Last Working Day	5	31	43
Effective Date (To be filled in by Leave Unit)	5/	31	43

Miss McWilliams agrees to forfeit all leave due her.

I hereby

— request military leave-without-pay for

— request leave-without-pay for

or

☒ tender my resignation

June 1, 1943  
(Period of Time)

f the position of CAF-3 Research Assistant  
(Title of Position)

at a salary at the rate of \$ 1800 per year in

the Director's Office  
(Branch)

(Division)

(Section)

\_\_\_\_\_, of the OFFICE OF STRATEGIC SERVICES for the following  
(Unit)

reasons \*\*: Being Transferred to Temporary Appointment, Liaison Committee

On Emergency Rescue Equipment (Under Harold Coolidge, SI)

Signed

Julia C. McWilliams  
Julia C. McWilliams

\* This form is to be submitted in duplicate by each employee who resigns, who transfers, who separates with military leave-without-pay, or who requests leave-without-pay for a period of more than 30 days.

\*\* If reason for leaving is to enter military service, the kind of military service should be stated. Three copies of the military order should be attached -- one copy must be a photostat of the original or a certified copy of the original; the other two may be uncertified copies.



REDUCTION IN FORCE WORK SHEET

Reg. No. 7

S No. \_\_\_\_\_

Competitive Area I Competitive Group 1 Competitive Level 1

Branch REGISTRY Division \_\_\_\_\_ Station FETO  
CHUNGKING.

[illegible]

Veterans Preference, Yes \_\_\_\_\_ No ✓ Agency None

Statutory Retention Rights, Yes \_\_\_\_\_ No \_\_\_\_\_ Expires \_\_\_\_\_

Retention Group B Retention Subgroup B

Total Retention Credits 90

REMARKS:

45-7-31      42-11-17<sup>47</sup>  
 42 11 18      42 8 22  
 2.8 13+L      2 25+1

7/27/45 edg



# REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )  
OFFICIAL:  
REGULAR (✓) SPECIAL ( )  
PROBATIONAL or TRIAL PERIOD ( )

As of 1 May 1945 based on performance during period from 26 Apr. 1944 to 30 April 1945

Julia C. McWilliams  
(Name of employee)

Chief of Registry CAF-7 \$2600.p.a.  
(Title of position, service, and grade)

Office of Strategic Services - Registry - Kandy, Ceylon  
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE <u>Code 27</u> Administrative, supervisory, or planning <input checked="" type="checkbox"/> All others <input type="checkbox"/>
---------------------------------	---	--

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- ✓ (9) Accuracy of judgments or decisions.
- ✓ (10) Effectiveness in presenting ideas or facts.
- + (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced. (Is mark based on production records?        (Yes or no))
- (14) Ability to organize his work.
- + (15) Effectiveness in meeting and dealing with others.
- + (16) Cooperativeness.
- + (17) Initiative.
- + (18) Resourcefulness.
- + (19) Dependability.
- (20) Physical fitness for the work.

- + (21) Effectiveness in planning broad programs.
- + (22) Effectiveness in adapting the work program to broader or related programs.
- (23) Effectiveness in devising procedures.
- + (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- + (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- (26) Effectiveness in instructing, training, and developing subordinates in the work.
- + (27) Effectiveness in promoting high working morale.
- (28) Effectiveness in determining space, personnel, and equipment needs.
- + (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- + (30) Ability to make decisions.
- + (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) -----
- (B) -----
- (C) -----

<u>+7 1/2 / +7 1/2</u> STANDARD Deviations must be explained on reverse side of this form	Adjective rating Excellent Very good Good Fair Unsatisfactory	Rating official <u>Very Good</u> Reviewing official <u>VG</u>
---	--	--

Rated by W. L. Wilkinson Jr. H. L. Goff April 30, 1945  
(Signature of rating official) (Signature) (Date)  
Reviewed by Frank T. Campbell Executive Off. May 2, 1945  
(Signature of reviewing official) (Title) (Date)  
Rating approved by efficiency rating committee 6/1/45 Report to employee Very Good  
(Date) (Adjective rating)



INACTIVE FILE

INACTIVE FILE

WASHINGTON *pp of pers 4*  
OSS ARCHIVE

*Bos-4*

DECLASSIFIED  
Authority *NND 47589*  
By *WHL* , NARA, Date *7-23-08*

*61-934*

*Box 66*

*#2*



LAST NAME

McWilliams

FIRST NAME

Julia

MIDDLE INITIAL

TITLE

ADM. ASST.

CLASS

CAF-7

T.A. S.I.

2980.

Period & Vo. No.	Gross & O' time	Ret	Tax	Bonds	Power Attny	Ins.	Other	F. Post Pay	L. & O.	Travel & Vo. No.	AMT. OF CHECK	Remarks
19 Jul - 28 Jul								505.52	125.00		998.02	Salary: May, June & July. L. & O. June & July
29 July - 25 August 1945								320.00	108.62		429.54	
26 Aug - 22 Sept								269.32	108.62		377.94	
23 Sept - 20 Oct.												Returned to duty in Washington D.C.



RESTRICTED

SCHEDULE - ITS - SALARY & LIVING ALLOWANCE

RESTRICTED

MISS

Williams, Julia  
(NAME)

Adm. Assistant  
(TITLE)

CAF-7  
(GRADE)

\$2600.00  
(SALARY)

P.A.

no dependents \*\*\*  
(LIV. ALLOW.)

OFFICIAL STATION

APPROPRIATION LIMITATION .001

DISTRIBUTION OF SALARY: MONTHLY BASIS

IN EFFECTIVE DATE	GROSS AMOUNT (MONTHLY)	OVERTIME & GROSS	RETIREMENT	TAX	BONDS	POWER OF ATTORNEY	*OTHER	INSURANCE ALLOTMENT	FOREIGN POST
1 May 1945	263.60	5.42	5.42	--	---	---	---	---	252.76
		5.42	5.42	--	---	---	---	---	
1 July 1945	263.60	10.84	10.84	--	---	---	---	---	252.76

REMARKS:

\*\*\* No L & Q to be paid to the individual until transferred as she is entitled to no L & Q for May from this Station.

\*EXPLANATION OF OTHER DEDUCTION:

APPROVED:

*certified true copy*  
SIGNATURE

D. N. Ogan, Budget & Fiscal Officer



RESTRICTED

RESTRICTED

MEMORANDUM TO: Chief, Finance Branch

DATE: \_\_\_\_\_

SUBJECT: Foreign Financial Arrangements

In connection with my transfer abroad, I desire to make the following arrangements based on my present grade and salary:

1. Of my salary the sum of \$ \_\_\_\_\_ should be paid to me each month at my foreign post.

2. The balance of my salary (after retirement and other normal deductions have been made by the Washington Office) should be \_\_\_\_\_

(In addition to the insurance allotment, only one power of attorney may be designated by furnishing herewith an original and two copies of Treasury Form 6569 properly completed.)

3. During my absence my bonds should be mailed to \_\_\_\_\_

4. Should it be necessary to cease withholding my taxes, or should I receive a promotion upon arrival or thereafter, this additional sum should be included in the amount \_\_\_\_\_  
(Normally included in power-of-attorney check.)

5. My travel advance of \$ \_\_\_\_\_ should be liquidated at the rate of \$25 per semi-monthly pay period by pay-roll deductions beginning as of the date the foreign arrangements are effective.

6. Should I find it necessary to make a change in my financial arrangements after arrival abroad, I will advise the local Finance Officer in writing at least thirty days prior to the first day of the month in which the change is to become effective.

7. Immediately prior to departure (normally at the time the final alert is received), I will contact your office with respect to the disposition of the salary check for the pay-roll period during which I depart. (This check should normally go to the designated power of attorney, thus permitting the foreign arrangements to become effective at the beginning of the next pay period.)

8. \_\_\_\_\_

NOTE: This form should be prepared by typewriter in triplicate, the original and one copy to be signed. One copy will be returned to you after the reverse hereof has been completed by the Finance Branch.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_



## ROUTING SLIP

FROM       CLASSIFICATION       REGISTRY NUMBER       

RETURN THIS SHEET TO THE REGISTRY

REGISTRY FILE       

## ROUTING

TO	#	INT- TRIALS.
SSO		
EXEC		
OPSO		
C.O.		
ALE		
COMMO		
T.F.		
FINANCE		
M.O.		
O.G.		
PERSO		
R & I		
S.I.		
S.O.		
S & T		
SECURITY		
SERVICES		
SP. FUNDS		
X - 2		

DATE REC'D 11 June 1945FROM Julia McWilliams/RegistryTO Paul Butler, Finance O.

## COMMENTS

Leave Kandy,	8 AM	7 March ✓
Ar Colombo	11.30 AM	7 Mar ✓
Lv "	7 AM	8 Mar ✓
Ar Calcutta	7:30 PM	8 Mar ✓
Lv Calcutta	9: AM	15 Mar
Ar Kunming	3: PM	15 Mar

Quarters furnished in all cases  
Mess Paid for by J. McWilliams

## ACTION TAKEN

1) Answ'd DATE       BY:       2) Sent out-  
side this Hq. DATE       TO:       BY:       3) RETAINED BY       BRANCH:       CLASSIFICATION       

RETURN THIS SHEET TO THE CENTRAL REGISTRY

If the attached file is not returned to the Central Registry, detach cover sheet and return it to the Registry, noting disposition of file as indicated at left.



OFFICE OF STRATEGIC SERVICES  
WASHINGTON, D. C.

Name: **McWilliams, Julia**Date: **June 1, 1945**

This is to notify you that the Office of Strategic Services has taken the following action concerning your employment.

Nature of action; **Transfer**Effective date: **June 1, 1945**

	FROM—	TO—
Position.....	<b>Administrative Assistant</b>	<b>Administrative Assistant</b>
Grade and salary.....	<b>CAT-7, \$2600 per annum **</b>	<b>CAT-7, \$2600 per annum **</b>
Branch.....	<b>Registry</b>	<b>Registry</b>
Division.....		
Section.....		
Headquarters.....	<b>Kandy, Ceylon</b>	<b>Chungking, China</b>
Departmental or field.....	<b>Field</b>	<b>Field</b>

## Remarks:

- \* Plus living & quarters allowance of \$1053.00 per annum.
- \*\* Plus living & quarters allowance of \$2600 per annum, less 25% or not to exceed \$500 when government quarters are provided. Authorized by Budget Circular A-3.

This action is subject to the provisions of paragraphs checked below:

- ☒ Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly 5% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.
- ☒ This appointment is for such time as your services may be required and funds are available for the work of the Office of Strategic Services.

*William L. McEntee*  
Director of Personnel.

C. S. C. Report No.

**Field**

Civil Service or other legal authority

**Schedule A-1-7**

Appropriation

**1151300  
8304-45**

Date of birth

**8/15/1912**

Legal residence

**California**

Sex

**Female**

## NATURE OF POSITION

New

Additional identical

**I**

Vice

Vice vacancy

Reference  
(Name, number, and date, etc.)**6/2/45**

Subject to Retirement Act?

**Yes**  
**Waive**



See Ltr. dated 2<sup>d</sup> May  
to 15 May, Ogan to me.  
Re salary  
payments.



## OFFICE OF STRATEGIC SERVICES

~~RESTRICTED~~  
TRAVEL ORDER AMENDMENTNo. 1888-45April 23, 19 45

Name Julia McWilliams Title Administrative Assistant  
Registry Official station Kandy, Ceylon

The travel order issued to you on March 3, 1945, 19\_\_\_\_, is hereby amended as follows:

Date effective April 31, 1945, 19\_\_\_\_ Duration May 31, 1945

Amended to extend the period of travel.

All other provisions of Travel Order No. 1888-45 remain in effect.

*Bernard U. de Hosson*  
BERNARD U. de HOSSON  
Acting Chief, Finance Branch

~~RESTRICTED~~



OFFICE OF STRATEGIC SERVICES

No. 1888-45

~~RESTRICTED~~  
TRAVEL ORDER

Date March 3, 1945

Name Julia McWilliams Title Administrative Assistant

Official station Kandy, Ceylon Office or branch Registry

You are hereby authorized to travel in accordance with the Standardized Government Travel Regulations and applicable provisions of Public Law 372-78th Congress during the period and for the purpose indicated below:

From Kandy, Ceylon to Any and all points within  
India, Ceylon and China; visiting these points in such order and as often  
as may be necessary and return.

Date effective March 4, 1945 or as soon thereafter as practicable.

Terminating approximately April 31, 1945

Purpose Official business for the Office of Strategic Services

Mode of travel authorized as indicated below:

<input checked="" type="checkbox"/> Common carrier.	<input type="checkbox"/> Government vehicle.
<input checked="" type="checkbox"/> Airplane { <input checked="" type="checkbox"/> Commercial. <input checked="" type="checkbox"/> Military.	<input type="checkbox"/> Vessel { <input type="checkbox"/> Commercial. <input type="checkbox"/> Military.

Per diem allowance:

\$7.00 outside the continental limits of the United States.

Special authority:

Due to nature of travel, excess baggage is authorized.

The number and date of this order must be referred to on your voucher claiming reimbursement for the expenses incurred.

~~RESTRICTED~~  
Appropriation limitation .001

Allotment Account No. 8304-45-02

K. E. Woodring (Name)  
 Chief, Finance Branch (Title)



*Office Memorandum* • UNITED STATES GOVERNMENT R.H.G.  
Files

TO : Lt. Col. W. Lane Rehm

FROM : Civilian Division, Personnel Branch

SUBJECT: Julia McWilliams


DATE: 6 February 1946

The Personnel Branch is changing the appointment of Julia McWilliams from an Excepted Appointment, Special Funds Payroll, to an Excepted Appointment, Regular Payroll, effective 1 March 1945.

It is necessary, therefore, that the Annual and Sick Leave balances as of 1 March, be supplied to Finance Branch immediately.

ANNUAL LEAVE 24 days, 3 hours

SICK LEAVE 17 days, 4 hours

  
Asst. Chief, Personnel Division

Certified to be correct:

*Elizabeth B. Campbell*  
Lt. Col. W. Lane Rehm

JAN 10 1946

RECEIVED  
JAN 10 1946

six



NAME: Julia McWilliams BRANCH: Reguty STATION Kandy

BASE SALARY: \$ 216.66 ARRIVED DET. 404: 26 April 44

TOTAL SALARY: \$ 263.61 EFFECTIVE DATE L&Q: 27 April 44

SALARY PAID ABROAD: \$ 263.61 L&Q ALLOWANCE PER MO.: 31 day 75.05  
30 day 72.63  
28 day 67.74 - Rs 224  
L&Q ALLOWANCE PER DAY: 2.42 Rs 8

SPECIAL ARRANGEMENTS: \_\_\_\_\_

1945	SALARY	L&Q	ADJ.	\$	TOTALS	RS.
Jan	263.61	75.05	-	338.66	1119.07	Pd.
Feb	263.61	67.79	-	331.40	1095.08	Pd.
Mar		Voucher funds				1 March
Apr						
May						
June						
July						
Aug						
Sept						
Oct						
Nov						
Dec						
Totals						



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Lt. Col. W. Lane Rehm

DATE: January 10, 1945

FROM : Civilian Personnel

SUBJECT: Miss Julia McWilliams *Register*

The Personnel Branch is changing the appointment of Miss Julia McWilliams from an Excepted Appointment, Special Funds Payroll, to an Indefinite Appointment, Regular Payroll, effective March 1, 1945.

We will obtain the leave balances from the Kandy, Ceylon Office.

*John L. Cronkrite*

*John L. Cronkrite*  
John L. Cronkrite, Assistant  
Chief, Civilian Personnel

DEC 12 1945

RECEIVED



*McWilliams*  
Lt. Col. W. Lane Rehm

January 10, 1945

Civilian Personnel

Miss Julia McWilliams

The Personnel Branch is changing the appointment of Miss Julia McWilliams from an Excepted Appointment, Special Funds Payroll, to an Indefinite Appointment, Regular Payroll, effective March 1, 1945.

We will obtain the leave balances from the Kandy, Ceylon Office.

*John L. Cronkrite*

John L. Cronkrite, Assistant  
Chief, Civilian Personnel

1945 FEB 12 10 11

25017 LONGBRANCH  
RECEIVED



JOHN McWILLIAMS  
738 H.W. HELLMAN BUILDING  
LOS ANGELES 13, CALIFORNIA

January 10, 1945

Office of Strategic Services,  
510 26th St., N.W.,  
Washington 25, D. C.

Gentlemen:

In connection with the income tax return of my daughter Julia C. McWilliams who is at present in Ceylon, could you send to us here the original or a duplicate copy of Form W-2 (Withholding Receipt) showing wages paid during the year 1944 and tax withheld? If the original was forwarded to her in Ceylon it probably could not reach us in time for her return to be prepared and filed here on March 15th.

Your help will be very greatly appreciated. While we understand civilians on foreign service are not required to file a return until their return, it seems best to have hers prepared and filed in the usual way here.

Yours very truly,

*John McWilliams*

*W-2 form received 31 January 1945*

*Miss Caswell:-  
Finance Branch has  
forwarded W-2 for  
period 12/29/43-1/28/44  
- on H. C. L.*

RECEIVED  
JAN 15 11 12 AM '45  
CIVILIAN PERSONNEL  
OFFICE OF  
STRATEGIC SERVICES



NAME: Julia McW: Iams BRANCH: Registry STATION: Kandy

BASE SALARY: 216.66

ARRIVED KANDY: 26 April 44

TOTAL SALARY: 263.61

L & Q ALLOWANCE: Rs 14 per day  
 72.63 - 30 day mo  
 75.34 - 31 day mo

SALARY PAID ABROAD: 263.61

Salary from March:

TOTALS

1944	SALARY	L & Q	ADJ.	\$	TOTALS Rs.	SIGNATURE
March						
April	527.22	14.63		541.85	1788.10 CK	
May	276.25	97.65	4045	414.35	1367.36 CK	
June	250.97	127.27		378.24	1248.20 CK	
July	263.61	136.79		400.40	1323.08 "	
Aug.	263.61	131.34	(5.45)	389.50	1287.06 " S	
Sept.	263.61	72.63		336.24	1111.07 ?	
Oct.	263.61	75.-		338.61	1118.90 mel.	
Nov.	263.61	72.63		336.24	1111.07	
Dec.	263.61	75.-		338.61	1118.90	

Totals



OFFICE OF STRATEGIC SERVICES  
WASHINGTON, D. C.Name: **McWilliams, Julia**Date: **21 December 1944**

This is to notify you that the Office of Strategic Services has taken the following action concerning your employment.

Nature of action; **Transfer**Effective date: **29 April 1944**

	FROM—	TO—
Position	<b>Administrative Assistant</b>	<b>Administrative Assistant</b>
Grade and salary	<b>OAF-7 \$2600 P.A.</b>	<b>OAF-7 \$2600 P.A.</b>
Branch	<b>Registry</b>	<b>Registry</b>
Division		
Section		
Headquarters	<b>Washington, D. C.</b>	<b>Ceylon</b>
Departmental or field	<b>Departmental</b>	<b>Field</b>

Remarks:

This action is subject to the provisions of paragraphs checked below:

- ☐ Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly 5% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.
- ☒ This appointment is for such time as your services may be required and funds are available for the work of the Office of Strategic Services.

PAY-ROLL COPY

~~SECRET~~

C. S. C. Report No.

Civil Service or other legal authority

**Exempted**

Appropriation

**1151300.003**

Date of birth

Legal residence

Sex

NATURE OF POSITION

New

Additional identical

Vice

Vice vacant

Reference  
(Name, number, and date etc.)

Subject to Retirement Act?

**No***mrs. Counsel*  
*McWilliams*



**OSS PERSONNEL ACTION REQUEST**  
(TO BE SIGNED AND SUBMITTED IN TRIP DATE)

<p>NAME: <b>Julia McWilliams</b></p> <p>NATURE OF ACTION: <b>Change in Official Station</b></p> <p>EFFECTIVE DATE: <b>May- April 29, 1944</b></p> <p>FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:</p> <p>FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:</p> <p>SPECIAL INSTRUCTIONS: 1. FOR MILITARY LEAVE WITHOUT PAY — ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTO-STAT OR CERTIFIED COPY. 2. EFFECTIVE DATE SHALL BE FILLED IN BY THE LEAVE UNIT, FINANCE BRANCH, FOR SEPARATIONS OR RESIGNATIONS.</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;"></td> <td style="width:20%; text-align: center;">INITIAL</td> <td style="width:20%; text-align: center;">DATE</td> </tr> <tr> <td>CLASSIFICATION</td> <td></td> <td></td> </tr> <tr> <td>VICE</td> <td></td> <td></td> </tr> <tr> <td>1A</td> <td></td> <td></td> </tr> <tr> <td>VV</td> <td></td> <td></td> </tr> <tr> <td>NEW</td> <td></td> <td></td> </tr> <tr> <td>BUDGET</td> <td></td> <td></td> </tr> <tr> <td>EMPLOYMENT</td> <td></td> <td></td> </tr> <tr> <td>CHIEF, CIVILIAN PERSONNEL BRANCH</td> <td><i>JPC</i></td> <td><i>12/19</i></td> </tr> </table>		INITIAL	DATE	CLASSIFICATION			VICE			1A			VV			NEW			BUDGET			EMPLOYMENT			CHIEF, CIVILIAN PERSONNEL BRANCH	<i>JPC</i>	<i>12/19</i>
	INITIAL	DATE																										
CLASSIFICATION																												
VICE																												
1A																												
VV																												
NEW																												
BUDGET																												
EMPLOYMENT																												
CHIEF, CIVILIAN PERSONNEL BRANCH	<i>JPC</i>	<i>12/19</i>																										

	FROM	TO
TITLE	<b>Administrative Assistant</b>	<b>Administrative Assistant</b>
GRADE AND SALARY	<b>CAF-7, \$2600</b>	<b>CAF-7, \$2600</b>
BRANCH	<b>Registry</b>	<b>Registry</b>
DIVISION		
SECTION		
OFFICIAL STATION	<b>Washington, D. C.</b>	<b>Ceylon</b>
DEPT. OR FIELD	<b>Departmental</b>	<b>Field</b>

REMARKS OR PROPOSED DUTIES:

**~~RESTRICTED~~**

**~~SECRET~~**

*APPROVED*  
*JMC*

RECEIVED  
NOV 23 2 11 PM '44  
CIVILIAN PERSONNEL  
OFFICE OF  
STRATEGIC SERVICES

RECOMMENDED:

DATE: **11/23/44**

OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER



SPECIAL FUNDS BRANCH  
**OVERSEAS DATA SHEET**

E.O.D. 1-29-44

(Two copies of this form must be completed and filed with the Special Funds Branch, Room 2281, Q Building, by each person who receives salary, per diem, or a travel advance from Special Funds, prior to departure for overseas assignment. Civilians complete entire form. Members of armed forces answer Nos. 1, 2, and 6.)

1. NAME Julia C. McWilliams

(If military or naval, indicate rank and branch)

2. HOME ADDRESS 1207 South Pasadena Avenue, Pasadena, California3. MONTHLY SALARY: (Base) 216.66 (Overtime) 46.95 (Total) 263.61  
(Only if paid from special funds)

(a) AMOUNT TO BE PAID IN UNITED STATES AND INSTRUCTIONS AS TO PAYMENT

none(b) AMOUNTS WITHHELD (WAR BONDS) none INCOME TAX 41.60(c) AMOUNT TO BE PAID ABROAD 263.61(d) EFFECTIVE DATE OF OVERSEAS PAYMENT Salary for March, 19444. PER DIEM OR LIVING ALLOWANCE AS FOLLOWS: To be determined in the field

(To be filled in by special funds branch)

5. CLASSIFICATION OF ASSIGNMENT: Travel status Permanent x  
(Check one)Destination New Delhi6. TRAVEL ADVANCE (to be fully accounted for, including dates, description of expenditure and amount, immediately on arrival).  
FOREIGN CURRENCY (give details)

\$

U. S. CURRENCY \$ 200.00TOTAL \$ 200.007. WITHHOLD INCOME TAX AFTER DEPARTURE: No no8. INSURANCE BENEFICIARY Dorothy Dean McWilliams, 1207 S. Pasadena Avenue,  
Pasadena, California

APPROVED:

Margaret J. Gigg  
Francis M. Bartley  
(Office or branch chief (or administrative officer))

Special Funds Officer.

Seal

Julia C. McWilliams  
Registrar - New Delhi  
(Title)  
Registry  
(Desk and branch)



OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: Mrs Hall

Feb. 8, 1944

FROM: H. S. Krider *HSK*

SUBJECT: Leave Record of Julia McWilliams

Transmitted herewith is the leave record of Julia McWilliams, who transferred to the Special Funds payroll, effective January 29, 1944.

Annual Leave as of Jan. 28, 1944: 4      3      00\*\*  
Days      Hrs.      Min.

\*\*Unliquidated Advanced Annual Leave

Sick Leave as of Jan. 28, 1944: 8      0      00  
Days      Hrs.      Min.

~~SECRET~~



FORM W-4  
U. S. TREASURY DEPARTMENT  
INTERNAL REVENUE SERVICE

# EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

(Collection of Income Tax at Source on Wages)

Name Julia C. McWilliams

(Print full name)

Address 1207 S. Pasadena Ave.

(Print home address)

Pasadena, California

Social  
Security  
No.

I. Check the box in the line below which applies to you on the date this form is filled in:

Married person living with husband or wife but claiming none of the personal exemption.....

(1) ☐

Married person living with husband or wife but claiming half of the personal exemption.....

(2) ☐

Single person (not head of a family) or married person not living with husband or wife (not head of a family).....

(3) ☒

Married person living with husband or wife and claiming all of the personal exemption (spouse claiming none of the exemption).....

(4) ☐

Head of a family (a single person or married person not living with husband or wife who exercises family control and supports closely connected dependent relative(s) in one household).....

(5) ☐

II. Number of dependents receiving chief support from you who are either under 18 years of age or incapable of self support because mentally or physically defective.....

None

I declare that the entries made herein are a true and complete statement as of the date indicated, pursuant to the Internal Revenue Code and the regulations issued under authority thereof.

Date 2/5, 1947

16-34596-1

(Signature)

Julia C. McWilliams



OFFICE OF STRATEGIC SERVICES  
COORDINATOR OF INFORMATION

WASHINGTON, D. C.

Name: **Julia McWilliams**Date: **Jan. 29, 1944**

## Office of Strategic Services

This is to notify you that the ~~Coordinator of Information~~ has taken the following action concerning your employment.

Nature of action: **Change in status**Effective date: **January 29, 1944**

	FROM-	TO-
Position	<b>Senior Clerk</b>	<b>Jr. Admin. Asst.</b>
Grade and salary	<b>CAF-5, \$2000</b>	<b>CAF-7, \$2500</b>
Branch	<b>Emergency Rescue Equip. Registry</b>	
Division		
Section		
Quarters	<b>Washington, D. C.</b>	<b>Washington, D. C.</b>
Departmental or field	<b>Departmental</b>	<b>Departmental</b>

## Remarks:

This transfer is to an exempt appointment under the provisions of the National War Agencies Appropriation Act, 1944 (Public Law 139, 7th Congress - July 12, 1943), and is therefore not subject to the Civil Service Act.

This action is subject to the provisions of paragraphs checked below:

☐ Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly 3½% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.

☒ This appointment is for such time as your services may be required and funds are available for the work of the office of the Coordinator of Information.

C. S. C. Report No.

Civil Service or other legal authority

**Exempt**

Appropriation

**1141300.003**

Date of birth

Legal residence

Sex

## NATURE OF POSITION

New

Additional identification

Vice

Vice vacancy

Reference (Name, number, and date, etc.)

Subject to Retirement Act?

**No**

Personnel Officer

PAYROLL COPY



1-20-44 14517

EMPLOYMENT DATA

INSTRUCTIONS:

1. To be used for permanent and temporary employees, except (a) secretarial and clerical employees and (b) field representatives.
2. To be filled out by employing officer.
3. To be approved by officers listed.
4. To be returned to Finance Officer.

NAME Miss Julia McWilliams

ADDRESS \_\_\_\_\_

POSITION Jr. Adm. Assistant

DIVISION OR DEPARTMENT Registry

PERMANENT \_\_\_\_\_

CONSULTANT \_\_\_\_\_

OTHER CAPACITY \_\_\_\_\_

IS HE NOW PAID BY ANY GOVERNMENT BUREAU OR BRANCH OF SERVICE?  
\_\_\_\_\_

VOUCHERED \_\_\_\_\_ UNVOUCHERED X (Check one)

SALARY (MONTHLY) \$216.66

OR  
COMPENSATION \_\_\_\_\_

PER DIEM (If any) \_\_\_\_\_

ENTRANCE ON DUTY DATE January 29, 1944

APPROVED:

EMPLOYING OFFICER Evelyn S. Barnes DATE 1/19/44

ADMINISTRATIVE OFFICER F. W. B. DATE 1/20/44

Regatta  
DIRECTOR Margaret I. Griggs DATE 1/19/44

DEPUTY DIRECTOR-SERVICES \_\_\_\_\_ DATE \_\_\_\_\_

For The SECURITY OFFICER Frank M. Chapin DATE 1/29/44



56-01612

DECLASSIFIED  
Authority NND 47589  
By WHE, NARA, Date 7-23-08

#3



Room - 1001  
Ex - 2130

Report of Physical Examination

1. McWilliams Julia C  
(Last Name) (First Name) (Middle Name)
2. Brighton Hotel - 2123 California St. 31  
(Address) (Age - nearest birthday)
3. Nature of Examination: Routine
4. Typhoid vaccination. No. series completed: 1 Last series Jan 19 44
5. Date of last Smallpox vaccination: Jan 1944 Type of reaction: Immune
6. Other vaccination or immunity tests: 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100
7. Medical History: None
8. Eyes: Normal  
Distant vision: Right 20/20 correctible to 20/20  
(Snellen type) Left 20/20 correctible to 20/20  
Near Vision: Right J# 20 correctible to J# 20  
(Jaeger type) Left J# 20 correctible to J# 20  
Refraction (under cycloplegic): Right Normal Left Normal  
Color perception (red and green) Normal
9. Ears: Normal  
Hearing (low conversational voice): Right 20/20 Left 20/20  
Audiometer (percent loss) Right 0 Left 0
10. Nose and Throat Tonsils out
11. Teeth: 

Right	8	7	6	5	4	3	2	1	Left	1	2	3	4	5	6	7	8
	16	15	14	13	12	11	10	9		9	10	11	12	13	14	15	16

  
Indicate: Restorable carious teeth by 0; non-restorable carious teeth by /;  
missing natural teeth by X.
- Remarks, including other defects \_\_\_\_\_  
Classification \_\_\_\_\_  
Prosthetic dental appliances \_\_\_\_\_
12. Posture Excellent, Good, Fair Figure Slender, Medium, Stocky, Obese  
Frame Light, Medium, Heavy



13. Temperature 98.6° F Height 6 ft 1 inches. Weight 153 pounds.  
Chest: Rest 36 1/2 inches; inspiration 33 inches; expiration 33 inches.  
Abdomen 33 inches.
14. Cardiovascular system: Heart Normal  
Blood pressure: S. 118 D. 78 Pulse: Rate, Sitting 74  
Immediately after exercise 88. Two minutes after exercise 74  
Character Good  
Arteries Normal Varicose veins None
15. Respiratory system Normal
16. X-ray of chest Normal
17. Skin and lymphatics Normal Endocrine system Normal
18. Bones, joints, and muscles Normal  
Feet Normal
19. Abdominal viscera Normal
20. Hernia None Hemorrhoids None
21. Genito-urinary system Normal
22. Nervous System Normal
23. Laboratory procedures: Kahn Normal Wasserman Normal  
Urinalysis: Sp. Gr. 1.016 Albumin None Sugar None  
Microscopical (if indicated) None  
Other laboratory procedures None
24. Remarks on defects not sufficiently described None
25. Corrective measures, or other action recommended None



26. Is the individual permanently incapacitated for active service?\_\_\_\_\_

If yes, specify defect\_\_\_\_\_

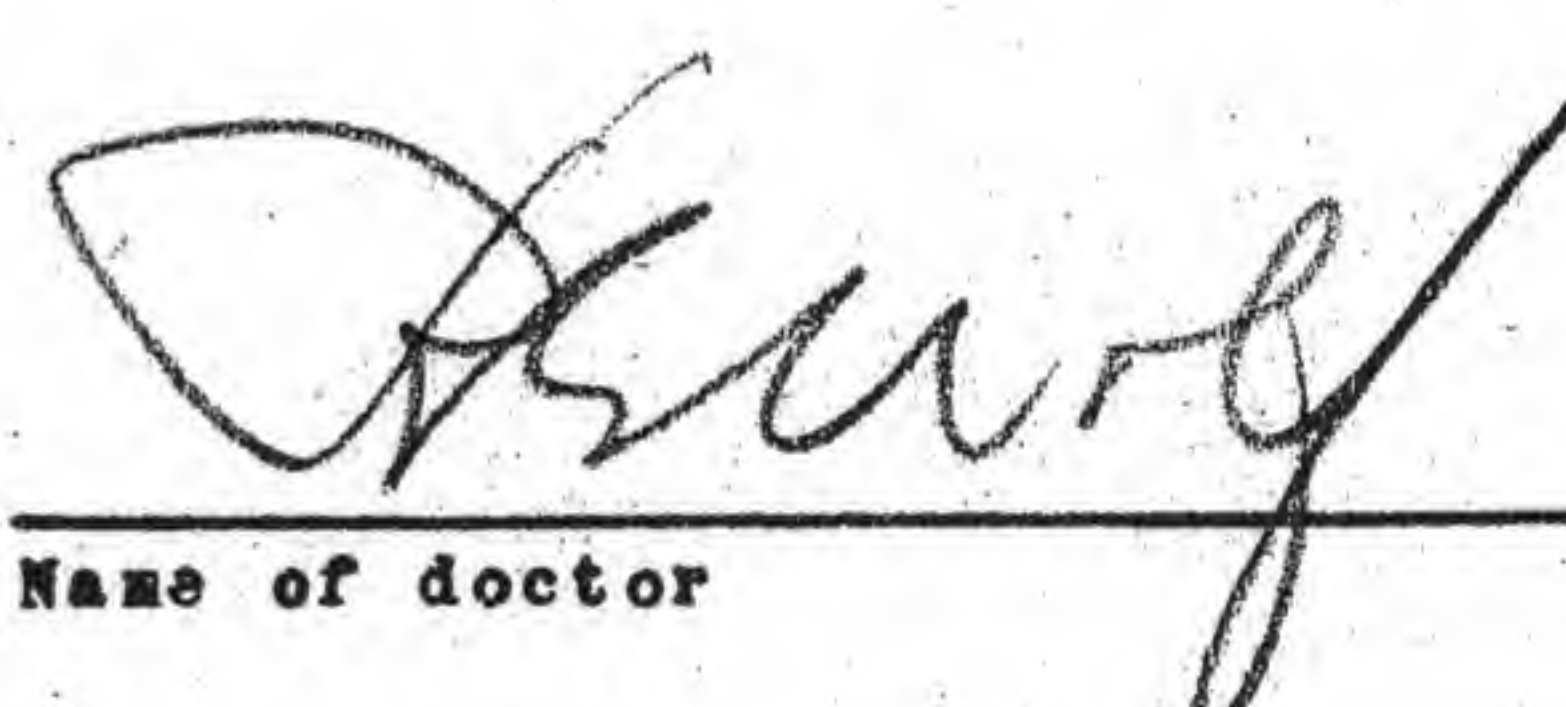
27. If applicant for appointment: Does he meet physical requirements?\_\_\_\_\_

Do you recommend acceptance of minor physical defects?\_\_\_\_\_

If rejection is recommended, specify cause\_\_\_\_\_

28. Examinee states he is\_\_\_\_\_drawing a pension, disability allowance,  
or compensation or retired pay from the U.S. Government. If yes, state  
disability\_\_\_\_\_

\_\_\_\_\_  
Place

  
\_\_\_\_\_  
Name of doctor

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Address of doctor



61-934

Box 62

#4

DECLASSIFIED  
Authority NND 47589  
By NAC, NARA, Date 7-23-08



Exempt  
OSS FORM 1193

McWILLIAMS, JULIA C.

3-0

E.O.D.

BRANCH

Jr. Administrative Assistant

S-A

1-29-44

Registry

DATE 1944	MONTHLY SALARY	OVERTIME	TOTAL SALARY	DEDUCTIONS			NET SALARY	PER DIEM
				W. TAX	W. BONDS	PAID OVERSEAS		
1-29-44	216.66	46.95	263.61	41.60	-	-	222.01	
3-1-44	216.66	46.95	263.61	-	-	263.61	-	

ANNUAL \$2600

P.D.

Foreign

\$

Domestic

DESTINATION New Delhi

LEAVE Annual: 4 das. 3 hrs. 0 min.\*  
Sick: 8 " 0 " 0 "  
\* Unliquidated Advanced Annual Leave.

PROJECT:

HOME ADDRESS:

1207 South Pasadena Ave.  
Pasadena, California

Beneficiary:  
Dorothy D. McWilliams  
home address

(27975)



DATE 1944	FROM - TO	TOTAL SALARY	DEDUCTIONS			PER DIEM	TOTAL
			W. TAX	W. BONDS	PAID OVERSEAS		
2-29-44	1/29-2/29	281.18	44.30	-	-	-	236.88
3-31-44	3/1-31	263.61	-	-	263.61	-	-
5-1-44	4/1-30	263.61	-	-	263.61	-	-
5-31-44	5/1-31	263.61	-	-	263.61	-	-
6-30-44	6/1-30	263.61	-	-	263.61	-	-
7-31-44	7/1-31	263.61	-	-	263.61	-	-
8-31-44	8/1-31	263.61	-	-	263.61	-	-
9-30	9/1-30	263.61	-	-	263.61	-	-
10-31	10/1-31	263.61	-	-	263.61	-	-
11-30	11/1-30	263.61	-	-	263.61	-	-
12-30	12/1-31	263.61	-	-	263.61	-	-
TOTAL	W. B. 1-9-45	2917.28	44.30		2636.10		236.88



MC WILLIAMS, Julia  
Civ.

OSS ARCHIVES

WASHINGTON - 655-PEERS-9

DECLASSIFIED  
Authority NND 47589  
By WHL Date 7-23-01

57-102

Bx 157

#5



*McWilliams*

5 January 1946

Miss Julia McWilliams  
1207 South Pasadena Ave  
Pasadena, Calif.

Dear Miss McWilliams:

It is with great pleasure that I forward to you this  
COMMENDATION FOR CIVILIAN SERVICE OVERSEAS awarded by the  
War Department in recognition and praise of faithful  
service rendered to the War Department and to the Nation.

FOR THE DIRECTOR

WILLIAM E DEBN  
Captain, AGD  
SSU Citations Officer



*Mc Williams*

C I T A T I O N

MISS JULIA MC WILLIAMS, Civilian, is awarded the EMBLEM OF MERITORIOUS CIVILIAN SERVICE for meritorious service as head of the Registry Section of the Secretariat of an important war agency of the United States Forces in the China Theater, during the period 20 March 1945 to 13 October 1945. Through her resourcefulness, industry and sound judgement, the important work of registering, cataloguing and channeling of a great volume of highly classified communications and documents was performed with exceptional speed and accuracy. This in addition to the accurate filing system devised and set up by Miss McWilliams facilitated the efficient functioning of all branches of the agency. Her drive and inherent cheerfulness, despite long hours of tedious work, served as a spur to greater effort for those working with her. Morale in her section could not have been higher. Her achievements reflect great credit upon herself and the Armed Forces of the United States.

*orig. sent  
to Miss Mc Williams  
1/22/46  
acc*



# "CS" RECORD MATERIAL

tance of this document by YOU constitutes YOUR  
fication that its use is for OFFICIAL BUSINESS ONLY

S DOCUMENT IS CHARGED TO YOU.

TURN THIS DOCUMENT TO THE RI/ARCHIVES,

R&S BLDG. ON OR BEFORE DATE INDICATED:  
YOU FORWARD THIS DOCUMENT TO ANOTHER  
DIVIDUAL PLEASE CALL EXTENSION 2471.

DO NOT REMOVE THIS FORM

DUE DATE

~~21~~ AUG 1957

179a REPLACES FORM 59-78A  
WHICH MAY BE USED.

(47)

OSS ARCH

WASHINGTON - Pers. Pers. 29

OSS ARCHIVES

B16

61-554

Bx 79

DECLASSIFIED  
Authority NND 47589  
By WATC NARA, Date 7-23-08

#6

JULIA MCWILLIAMS



RETURNEE PHYSICAL  
CIVILIAN

29 November 194 5

McWILLIAMS, Julia

was given a physical

examination on this date and found qualified for

☐

Full Duty Overseas

☒

Limited Duty Overseas

(Avoid Goitre Areas)

☐

Duty in USA Only

Profile Serial (For Army EM only)

--	--	--	--	--	--

Defects Noted: **1. Slightly rapid pulse, no symptoms of hypertension.**

Robert S. Condie  
ROBERT S. CONDIE, CAPT. MC. (LMT)



## INTERVIEWER'S REPORT\*

NAME John McWhorter GRADE Grade 1  
(Last) (First) (Middle)

BRANCH 1st Infantry Division ARMY SERIAL NUMBER 100-100-100

ORGANIZATION \_\_\_\_\_ DATE \_\_\_\_\_  
OF BIRTH \_\_\_\_\_

ADDRESS Box 144 - 2125 1st Ave. Wash. - Temp.

REMARKS: (Cover language facility, personality, physical appearance, special qualifications)

CONTROL NUMBER:

# Termination

CANDIDATE IS RECOMMENDED AS:

\_\_\_\_\_ SUPERIOR \_\_\_\_\_ EXCELLENT \_\_\_\_\_ VERY SATISFACTORY \_\_\_\_\_ NOT SATISFACTORY \_\_\_\_\_ QUALIF.

FIELD OFFICE DATE 10 11 1963

(Officer's Signature)

(Rank and Branch)